

The Leicestershire College

Job Description

1. Job Details

Job Title:	Apprenticeship Recruitment Consultant
Department:	Business Solutions
Reporting To:	David Allerton
Competency Level:	Business Support 4
Hay Grade:	G3
Date of Job Evaluation:	September 2019
Annual Salary (FTE):	£25,240 - £28,562 per annum
Date:	November 2022

2. Job Purpose

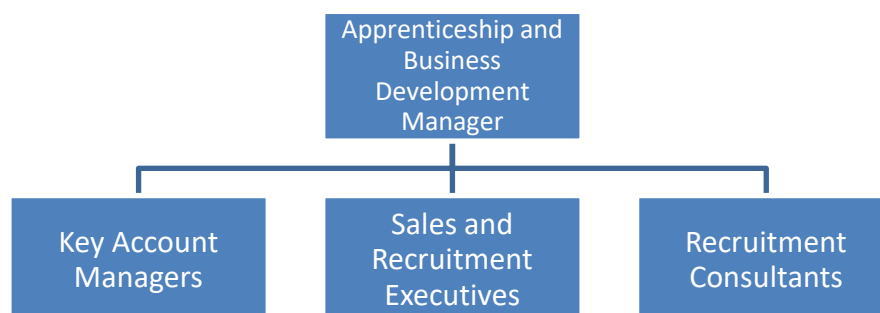
To work as part of a highly motivated, focussed Commercial Sales Team providing a full and comprehensive recruitment service to prepare young people to be successful in securing apprenticeship. You will be motivated and highly target driven, committed to consistently achieving KPI's and with a focus on achieving and exceeding set targets.

- Achieve minimum of outturn Apprenticeship starts are per profile for academic year
- Ensuring that agreed monthly targets for number of vacancies filled are met or exceeded in order to increase turnover and profitability for the College.

3. Dimensions

- Minimum of 300 Apprenticeship starts to be recruited annually.

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

Role specific responsibilities

As a recruitment consultant, you're the vital link between clients and candidates. The role is demanding, diverse and involves:

- To recruit a minimum of 300 apprentices per year to meet College Key Performance Indicators for new apprenticeship starts.

- Ensuring that agreed monthly targets for number of vacancies filled are met or exceeded to increase turnover and profitability for the College.
- Provide a full and comprehensive learner recruitment service working with a sector-based pool of candidates, proactively marketing candidates to prospective employers.
- Building positive relationships to gain a better understanding of your clients' recruitment needs and requirements.
- Advertising vacancies by drafting and placing adverts in a range of media including national apprenticeships service and college website.
- Using social media to advertise positions, attract candidates and build relationships.
- Liaising with curriculum staff to identify and approach suitable candidates who are looking to progress into apprenticeship.
- Using candidate database to match the right candidate to the client's vacancy.
- Receiving and reviewing applications, managing interviews and creating a shortlist of candidates for the client checking the suitability of applicants before submitting their details to the client.
- Briefing the candidate about the responsibilities, salary and benefits of the job in question.
- Preparing CVs and correspondence to forward to clients regarding suitable applicants.
- Organising interviews for candidates as requested by the client.
- Informing candidates about the results of their interviews, providing constructive and insightful feedback.
- Offering advice to both clients and candidates on pay rates, training and career progression.
- Delivering "Step into Apprenticeship" workshops to prepare young people to be successful in securing apprenticeships by developing candidates' skills in Job searches, CV writing, Interview techniques and employability skills.
- Developing scheme of work, learning material and resources to effectively deliver "Step into Apprenticeship" programme.
- Actively coach, support and motivate candidates to be successful in securing an apprenticeship.
- Deliver assessment centres to support recruitment of apprentices to new and existing staff for large levy paying employers.
- Develop and implement range of marketing and promotional activities and resources to support recruitment of apprentices.
- Deliver presentations and workshops at open days, recruitment and employability fairs, school events, community events and networking events to promote apprenticeships across the East Midlands.
- Develop networks and links with external agencies to support recruitment of apprentices.
- Effectively track and monitor outcome of recruitment service to effectively fill apprenticeship vacancies.
- Contribute to the development of sales and recruitment strategy in conjunction with the Head of Employer Engagement and Apprenticeships.
- Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programmes.
- To keep abreast of modern recruitment techniques and continue to develop new approaches to recruitment.
- Keep up to date with developments in legislation and make recommendations for change.

- Be prepared to work flexible hours, and to work on and off site to meet the needs of the department.

7. Key Result Areas

Action	Result
Provide a full and comprehensive recruitment service.	Grow the number of apprentices recruited to Loughborough College year on year. Fill work experience Vacancies
To deliver “Step into Apprenticeship” Workshops to prepare young people to be successful in securing apprenticeships.	Maximise the progression of young people into apprenticeships.
Attend open days, recruitment and employability fairs, schools events, community events and networking events to promote apprenticeships across the East Midlands.	To increase recruitment of apprentices on to Loughborough College apprenticeship programmes
Effectively track and monitor outcome of recruitment service to effectively fill apprenticeship vacancies.	Meet the college target for number of apprenticeship starts each year.

8. Key Working Relationships and Communications

Internal: Apprenticeship and Business Development Manager, Sales and Recruitment Executives, existing students, apprenticeship coordinators, and curriculum staff

External: Companies looking for apprentices, prospective apprentices, external agencies, schools, community organisations and charities.

9. Scope for Impact

Maximising the progression of young people into apprenticeships.

Improve links with employers and maximise levy and non-levy growth opportunities.

10. Competency profile

The following profile is a description of the required competencies of the role:

<p>Working with Excellent People</p> <p>Brings leadership qualities to supervisory skills; inspires others to be their best. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.</p>	<p>Responsiveness</p> <p>Supports change and supports colleagues in adapting to change. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.</p>
<p>Ensuring Financial Sustainability</p> <p>#N/A</p>	<p>Self-Awareness</p> <p>Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.</p>
<p>Delivering Excellent Quality</p> <p>Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Informs and promotes subject area convincingly; is an ambassador for the College's activities. Takes ownership for own development, supports that of others and develops beyond own role. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.</p>	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Level 3 qualification (A level or equivalent)	•		Application
2.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application
3.	HR Qualification or willing to work towards (CIPD, CPP or equivalent)	•		Application
4.	Degree in a HR related subject or equivalent		•	Application/ Interview
EXPERIENCE				
5.	Significant experience of managing recruitment processes in a professional environment	•		Application Interview
6.	Providing a recruitment service in a further education setting		•	Application/ Interview
7.	Establishing excellent working relationships with a variety of stakeholders	•		Application Interview
8.	Using various media and methods to attract candidates	•		Application Interview
9.	Producing data and analysis leading to recommendations for process improvement	•		Application/ Interview/ Assessment
10.	Developing and delivering advice and guidance sessions to apprentices		•	Interview/ Assessment
11.	Experienced in the use of Micro-soft office software	•		Interview
SKILLS & KNOWLEDGE				
12.	Sound understanding of employment legislation and pre-employment vetting requirements with Knowledge of developing CV's offering interview preparation and developing employability skills.	•		Application/ Interview / Assessment
13.	Excellent interpersonal, organisational and communication skills, customer relationship building and negotiating skills	•		Interview
14.	Possess effective IT skills	•		Application Interview/Assessment
15.	Ability to inspire young people to successfully progress into apprenticeships	•		Interview / Assessment
16.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
17.	Access to or use of a vehicle to travel/attend external events	•		Interview
18.	Motivate and relate with candidates from a range of different cultural backgrounds	•		Interview
19.	Ability to work under pressure, to tight deadlines and to take responsibility for meeting agreed targets	•		Interview

20.	A persuasive, personable communicator, able to talk at all levels and build strong relationships inside and outside the business	•		Interview
21.	A commitment to equality, safeguarding and professional ethics	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in November 2022 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	