

PERSON SPECIFICATION

Post	EMPLOYER	Dept	EMPLOYER ENGAGEMENT
	ENGAGEMENT		
	MANAGER		
GRADE	мѕ 300-307	Ref No	010-20

EDUCATION / TRAINING		Criteria Essential (E) Desirable (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
Relevant Degree or equiva	lent	E	AF/I
Evidence of a commitment	to personal and professional development	E	AF/I
SFEDI qualification		D	AF/I
Level 2 Maths and English			AF/I
RELEVANT EXPERIENCE		E/D	MEASURED BY
Experience of liaising with	a wide range of employers of varying sizes	E	AF/I
Experience in and a proven track record in designing and selling training solutions to business, both over the telephone and face to face		E	AF/I
Experience in business diagnostic/training needs analysis		E	AF/I
Experience in customer relationship and effective account management		E	AF/I
Experience of utilising employer feedback to inform curriculum design		E	AF/I
Experience in the development of income generating activity including selling to industry and commerce and in supporting other staff to develop new business opportunities		E	AF/I
Experience of staff management and successful team leadership		E	AF/I
Experience in successfully setting priorities for a team, achieving deadlines and working without close supervision		E	AF/I
Experience in the development and preparation of business plans		E	AF/I
Experience of effectively using and maintaining a CRM system		E	AF/I

SKILLS & APITUDESEAF/IDetailed knowledge of Apprenticeship fundingEAF/IDetailed knowledge and understanding of how to bid successfully to access local authority Levy fundsDAF/IKnowledge of work experience requirements for Study programmes and Industry placements for T LevelsDAF/IAbility to build constructive and productive working relationships and encourage increasing involvement in income generating activityEAF/IAbility to use IT and understand its use as a management and curriculum toolEAF/IPresentation and communication skillsEAF/IDrive and enthusiasm to work flexibly in a changing and challenging environmentEAF/IAbility to work as an effective team member and share collective accountabilityEAF/IUnderstanding of commercial activities and needs of businessesEAF/IExcellent negotiation and influencing skillsEAF/IAbility to monitor and analyse data within a CRM system, accurately record information and action planEAF/IProactive and a self starter, able to work with minimum levels of supervision and to emet tight deadlines.EAF/IResponsive and customer focusedEAF/IAF/IMarketing experienceDAF/IAF/IWorking with communit effectively between all College sites.EAF/INarketing experienceEAF/IAF/IWorking with communit effectively between all College sites.EAF/INarketing experienceEAF/I	RELEVANT KNOWLEDGE/		E/D	MEASURED BY
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Must be willing to undertake appropriate training and development in order to meet the requirements of the college.	Е	AF/I
Awareness of health and safety requirements.	E	AF/I AF/I
Commitment to the principles of valuing diversity and equal opportunities.	Е	AF/1
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.	E	AF/I
The post holder would be expected to demonstrate a commitment to developing their knowledge and understanding of Further Education, including funding arrangements, student related processes and the quality framework.		AF/I