

Capital City College Group Job Description and Person Specification

Post:	Apprentice and Employer Co-ordinator
Location:	Tottenham Centre
Reporting to:	Head of School Business, Accounting, Travel & Tourism
Salary:	Grade 3 (31,442 to 36,509)

Purpose of the job

To proactively engage with employers to promote and sell the College's range of apprenticeships and pre-apprenticeship programmes. To recruit students and apprentices to meet the course file agreed with the Heads of School and SMG members at appropriate points in any academic year.

To undertake a range of sales activities including calling prospective employers, following up leads, meeting and presenting to employers, attending relevant events and ultimately securing delivery solutions to meet targets. The role will work in close collaboration with Curriculum Managers to ensure fully joined-up and efficient post-sales delivery. To provide the highest levels of customer satisfaction to employers through exemplar collaborative working internally and externally.

Key Responsibilities

- 1) Recruit suitable employers to employ other Apprentices in a timely manner within a School to meet School targets
- 2) Recruit learners for Pre-Apprenticeship/Apprenticeship provision within a School and to meet targets
- 3) Co-ordinate the effective placement of apprentices and sign up into the Apprenticeship
- 4) To provide guidance and support to learners and employers throughout the Apprenticeship programme and ensure the relevant documentation is completed in accordance with College and funding guidelines
- 5) Attend networking, college and sector events to engage with employers and develop and maintain college links and promote recruitment of learners and employers
- 6) Carry out initial assessment, interviews and advice and guidance to potential learners
- 7) Undertake health and safety checks on employer premises following college and funding guidelines.
- 8) To assist the Curriculum Manager in a range of activities that will contribute to improving curriculum development and excellence

Main Duties and Responsibilities

- 1) Secure training placements with employers, ensure there are satisfactory training arrangements, health & safety arrangements and that other conditions are appropriate in line with college and funding guidelines
- 2) Under the guidance of the curriculum manager plan and develop strategies to maximise learner placement with employers
- 3) Under the guidance of the Curriculum Manager plan and develop recruitment activities and network events
- 4) Recruit and interview learners, including assisting with learner recruitment drives and marketing of courses.
- 5) Undertake initial assessments of new learners including identification of accredited prior learning (APL)
- 6) Liaise with awarding bodies, employers, external representatives and parents where appropriate
- 7) Creating and managing a sales pipeline of opportunities and accurately forecasting closure of deals
- 8) Manage the sales process from initial appointment/need creation to closure and into account management
- 9) Generate own appointments to support pipeline where needed through networking and telesales etc.
- 10) Participate in associated administration, record keeping, monitoring and reporting tasks whilst maintaining college systems as required
- 11) Develop and maintain professional competence, attend staff meetings and training sessions as directed
- 12) To carry out any other duties and responsibilities within his/her capabilities as reasonably directed by the line manager

GENERAL

- 1) To implement College policies, particularly those relating to equality and diversity.
- 2) To implement Health and Safety and security measures in accordance with statutory and College requirements.
- 3) To actively develop through staff development and training activities and to review their own performance and the performance of those who are responsible to them.
- 4) To develop and maintain effective working relationships internally and with external partners.
- 5) To operate at all times in line with the College's values and behaviours (see attached).
- 6) To undertake any other duties consistent with the key responsibilities and/or duties of the post.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria *
QUALIFICATIONS (Educational and Vocational)	Qualifications in English and Maths equivalent to a minimum of GCSE Grade C / level 2 or demonstrate the ability to work at this level. Marketing, recruitment, sales or relevant qualification at Level 3 or above.	A recognised national qualification at Level 4 or above in a relevant subject area
	Excellent IT skills including use of Excel	IT Qualification relating to Microsoft office
Professional Development	Evidence of continuous professional development	
Knowledge	knowledge of the accounting/finance sector	
	Knowledge of current recruitment practices	
PREVIOUS EXPERIENCE/JOB KNOWLEDGE	Experience of operating successfully within a sales orientated environment	Experience of completing Training Needs Analysis with employers
	Considerable and relevant sales experience within the accounting or finance sector	Experience of working in an FE environment
	Experience of working and networking with employers, partnerships.	Experience of liaising with employers in an educational setting
	Recent relevant commercial experience within recruitment or sales Strong track record of managing sales projects and meeting sales targets against measurable outcomes	

	Essential Criteria	Desirable Criteria *
SKILLS (Competencies and Aptitudes)	An ability to develop positive working relationships with individuals at all levels (internal and external) to promote the college.	
	The ability to sell and successfully close deals	
	The ability to communicate effectively both orally and in writing Good interpersonal skills and written and oral communication skills including presentation, strong negotiation and influencing skills	
	The ability to organise own work and work effectively under pressure Able to self-motivate, work as part of a team, work on own initiative, prioritise and handle a diverse workload	
	The ability to build and nurture long term relationships with both internal and external customers	
	A strong sense of purpose and the drive to achieve agreed goals.	
OTHER FACTORS/ ADDITIONAL REQUIREMENTS	Knowledge of the Further Education sector, in particular policy developments in relation to apprenticeships and issues which will impact upon employers	
	A strong commitment to student success.	
	A relentless commitment to excellence and creativity.	
	The ability and determination to promote equality and diversity	

Essential Criteria	Desirable Criteria *	
	throughout all aspects of College life, including employment and service delivery.	