

## JOB DESCRIPTION

POST TITLE	:	Recruitment Officer
SCALE	:	Support Scale
SALARY	:	Up to £26,730
CLOSING DATE	:	5,00pm, Thursday 3 October 2024
INTERVIEW DATE	:	Friday 11 October 2024

### **Main Purpose of the Post**

This post is for applicants who wish to be a part of a passionate and successful apprenticeship and work placement team. The postholder will have responsibilities in sales, recruitment, and stakeholder engagement, and work alongside curriculum divisions to motivate and drive apprentice enrolments and work placement positions to meet targets. A key responsibility in this role is providing all stakeholders with an outstanding customer experience, using your knowledge of and passion for successful apprenticeship programmes and employer needs.

### **Responsibilities**

1. Effectively engage with our employers to recruit learners for our apprenticeship programmes and assist with their recruitment needs, ensuring they fully understand and are fully committed to the requirements of the apprenticeship programme.
2. Provide support to employers during the onboarding process of an apprentice or work placement student including the setup of required systems and paperwork.
3. Develop a portfolio of valued and engaged employers to contact regularly in order to offer both apprenticeship programmes and work placement opportunities, via our internal system (CARLOS), providing our employers with an outstanding experience at every point of contact and service.
4. Source, engage with and recruit aspiring successful apprentices via calling, email, social media, face to face and any platform deemed suitable in line with Burnley College's Employer Engagement Strategy.
5. Liaise with the College's Trainer/Assessors within each division, to ensure employers receive the appropriate advice and guidance to enable them to progress their apprentices onto a higher-level qualification after completing their initial qualification.
6. Manage all apprenticeship vacancies across a variety of job boards – including Indeed and NAS – screening candidate applications, assessing candidates' prior attainment and therefore their suitability for apprenticeship qualifications and at what level.
7. Regularly meet with candidates to provide support with CV building, interview techniques and support the development of other skills required for employment.

8. Drive forward and engage in the College's marketing activities, social media platforms and associated events, to promote the range of training services delivered by Burnley College to our employers, our young people and their parents.
9. Support and promote the Themis Careers Event and College Open Events along with divisional corporate events and drive the Themis Gold guarantee processes.
10. Provide high quality, robust information, advice and guidance around Apprenticeship programmes, qualifications, progression routes, interviews and careers.
11. Liaise with all year 10/11 students on Burnley College Programmes and attend school events to provide advice and guidance.
12. Support with the planning and coordination of apprenticeship events such as the Themis Careers Event and Inspire and Achieve Awards.
13. To drive the continuous development of systems, processes and documentation related to the apprenticeship and work placement onboarding stage.
14. Assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
15. Undertake invigilation duties from time to time.
16. To carry out such other duties as the Principal may reasonably require.

### **HOURS:**

37 hours per week. A flexible approach to the working hours is required and your hours of work may change in line with the needs of the College. The College has standard core hours (below), however your hours may differ:

Monday – Thursday 8:40 – 5.00pm

Friday – 8:40 – 4.35pm

(One hour lunch break per each full day)

## PERSON SPECIFICATION

**POST:** Recruitment Officer

**DIVISION:** Themis

<b><u>QUALIFICATIONS</u></b>		<b>Essential/ Desirable</b>	<b>To be identified by:</b>
1	GCSEs in Maths and English at grade C or above (now grade 4 – 9)	E	Application form
2	Good general education including a qualification to at least level 3 and/or be willing to work toward a relevant Level 3 qualification	E	Application form
<b><u>KNOWLEDGE/SKILLS</u></b>			
1	Ability to work on own initiative and as part of a team	E	Application form/Interview
2	Possess the confidence to drive recruitment and create business opportunities	E	Application form/Interview
3	Outstanding customer service skills including excellent written and verbal communication skills	E	Application form/Interview
4	Excellent IT and numeracy skills	E	Application form/Interview
5	Excellent organisation and planning skills	E	Application form/Interview
6	Ability to effectively present data	E	Application form/Interview
7	Awareness of Safeguarding Legislation	D	Application form/Interview
<b><u>EXPERIENCE</u></b>			
1	Experience of achieving recruitment targets	E	Application form/Interview
2	Experience of Microsoft Office and Google applications	E	Application form/interview
3	Experience of supporting employers with recruitment needs	E	Application form/interview
4	Experience of working within Education and the apprenticeship sector	D	Application form/Interview

**PERSONAL**

1	Commitment to the delivery of excellent support to our students and employers	E	Interview
2	Excellent communication skills	E	Application form/Interview
3	Good teamworking skills and commitment to teamworking	E	Application form/Interview
4	Full current, clean driving license with full access to your own vehicle	E	Application form/Interview
5	A commitment to ongoing professional development	E	Application form/Interview
6	Enthusiasm for the role of further education in building futures and changing lives	E	Application form/Interview

**STANDARD COLLEGE REQUIREMENTS**

1	Commitment to College’s Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

*\*Note this does not affect any individual’s rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*