

**Title:** Apprenticeship Recruitment Coordinator

**Reporting to:** Business Generation Manager

**Date:** February 2018

**Role Summary:**

- To lead on candidate attraction and apprenticeship recruitment for all College apprenticeship opportunities. To actively manage the 360 apprentice recruitment process, including advertisement, screening, and pre-interviewing. To support the Business Development team in establishing and growing a database of candidates suitable for current and future apprenticeship opportunities, allowing the team to ensure a consistent and growing number of apprenticeship signups are made for the College. To take responsibility and manage current methods of candidate attraction, as well as actively seek and implement new ways of engaging and securing potential apprentices.

**Key Responsibilities:**

**Recruitment:**

- Locate and secure quality candidates for Apprenticeship opportunities
- To work to the Colleges defined 'Recruitment Process' to ensure a high quality experience for every apprenticeship applicant
- The management of 'Recruitment an Apprentice' (replacement AVMS website) to include the timely advertising and management of all apprenticeship vacancies
- The daily monitoring of 'Recruit an Apprentice' to ensure all applications are processed and actioned appropriately
- The management of the City College website, ensuring it is up to date with current Apprenticeship opportunities, and that all candidate applications and queries are managed in a timely manner.
- The timely processing of all other potential apprenticeship candidate enquiries made to the College
- Maintain Business Generation recruitment spreadsheet and send to Business Generation manager on a weekly basis
- Hold weekly 1:1s with Business Development Officers to ensure the recruitment spreadsheets is as accurate as possible when sent to Business Generation Manager.

- Attend all relevant internal and external Careers Events to promote Apprenticeships to a wide range of potential candidates
- Monitoring of all specific department email inboxes to ensure all candidate queries are dealt with in a timely and appropriate way
- Management of all unscheduled enquiries made to the college regards apprenticeship opportunities for candidates
- Build, maintain and grow a database of suitable apprenticeship candidates, from both existing students and external applicants
- Liaise with the relevant Business Development Officers to ensure they are immediately aware of all suitable candidates that express an interest in apprenticeships.
- Complete regular site visits with each Business Development Officers to ensure a full understanding of the industries we supply training to
- Display of current Apprenticeship vacancies in Futures Career Shop and throughout college.
- Where required, offer CV advice and guidance to potential candidates
- Plan, advertise and hold 'Apprenticeship workshops' throughout the year to allow full time students to come and discuss available apprenticeship opportunities
- Regular tutorial sessions to ensure students are aware of the Apprenticeship Recruitment Co-ordinators role within the college, what apprenticeships are and how to find out more about current vacancies
- Build close relationships with all curriculum areas to identify and connect with Full Time existing students who would like to move in to an Apprenticeship
- Liaise with external providers including, but not exclusive to, the Job Centre Plus, City Deal and the Princes Trust to generate suitable candidates for Apprenticeships
- Create a weekly plan to plan your activities and review with the Business Generation Manager
- Create and maintain weekly records of applicant numbers and report to Business Generation Manager to allow recruitment analysis
- Ensure candidate records are kept up to date including identification, references and qualifications

- Plan and hold group and individual assessment days for apprenticeship applicants to assess their academic ability via BKSb to ensure they are performing to the level required for particular Apprenticeships
- Conduct telephone screening and face to face pre-interviews for all potential apprenticeship candidates
- Confirm all screening and verification procedures have been performed correctly before candidates start their Apprenticeship programme
- Where required, organise employer interviews on behalf of the Business Development Officers
- Consistently explore new avenues for candidate attraction, including trial on job boards, and regularly report back to Business Generation Manager.

#### **Sales Support:**

- Deal with incoming enquiries from employers both by telephone and email, and pass on to Business Generation Manager or Business Development Officers in a timely manner.
- Where required, book client meetings into Business Generation Manager or Business Development Officers diaries
- Daily management of sales email accounts to ensure employer leads are sent to relevant team members within 24 working hours
- Support the team with internal employer/apprentice events, including invitation mailing, and follow up communication with employers
- Identification and development of good news stories for existing City College students
- Create and develop strong working relationships with local careers advisors to ensure Year 10 and 11 student engagement is high.
- Plan and hold regular meetings for local school careers advisors to ensure they are aware of all vacancies and relevant changes to apprenticeship rules
- Ensure Apprentice Sign Up packs are prepared ready for the team on a weekly basis
- Enter employer details on to the CRM system, ensuring accuracy of record keeping
- Submit stationary orders

- Administrative duties to include the uploading of documents on to the CRM system
- Any other reasonable duties as required from time to time

**NOTE:**

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at February 2018. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION: Apprenticeship Recruitment Coordinator**

Criteria	Essential	Desirable
<b>Qualifications</b>		
Current full driving licence with permanent access to a vehicle	✓	
Recruitment, Sales or Business Administration Qualification		✓
<b>Experience</b>		
In-depth knowledge of the Search and Selection of Candidates	✓	
Excellent IT skills (inc. Microsoft Excel & Word)	✓	
Experience of working within the Education Industry		✓
Experience of Apprenticeship frameworks and delivery		✓
Experience of working within a Recruitment or sales focused industry	✓	
Knowledge of current government funding initiatives		✓
Experience of offering Advice and Guidance related to Applications, CV's and Interviews		✓
<b>Skills and Competencies</b>		
Ability to manage own diary to ensure daily activities are fulfilled	✓	
Understanding of the importance of the achievement of sales targets	✓	
Ability to effectively prioritise workload to meet service requirements workloads	✓	
Highly developed written and verbal communication skills	✓	
Ability to work with people at all levels both inside and outside of the organisation	✓	
Computer literate	✓	
Ability to develop and implement new strategies and initiatives		✓
<b>Attributes/attitudes</b>		
Self Motivated	✓	
Outstanding Employer/Candidate focus	✓	
Flexibility around working hours to ensure deadlines are met	✓	
Excellent team working skills	✓	
Professional attitude	✓	
Generates ideas to solve problems	✓	
Excellent attention to detail	✓	

\*Essential or Desirable