



JOB TITLE:	RECRUITMENT OFFICER
WORK LOCATION:	CROSS COMPANY LOCATION
RESPONSIBLE TO:	CENTRE MANAGER

Mission

To increase the level of learners and temporary and permanent workers across the company

Job Purpose

- To effectively and efficiently promote the services of Nova Training and Staff Select Ltd within a specific geographical location. To identify all customers' needs (including learners, employers, Local Authorities, Schools etc) and providing effective solutions. To develop and actively promote our training provision, increasing participation in our YPLA, SFA, ESF, DWP, LA and schools funded initiatives. To further develop our recruitment and employment division in the supply of temporary contract workers and permanent staff.
- Nova Training and Staff Select Ltd share a commitment to safeguard and promote the welfare of children young people and vulnerable adults and expects all staff and volunteers to share this commitment.. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

Main Duties and Responsibilities

- To deliver marketing activities promoting the services of Nova Training and Staff Select Ltd.
- To utilise the organisations ACT database to improve Customer Relationship Management.
- Co-ordinate staff attendance and arrange resources for external marketing events.

- Procurement of quality work experience placements/job vacancies for Foundation Learners, Apprentices, NEET and Work Programme funded learners.
- To meet learner recruitment profiles as agreed with your manager for Headstart, Foundation Learning, Apprenticeships (16-18 and 19+), Pre and Post 16 NEET and any DWP provision.
- Manage the promotion of NOVA's vocational programmes to schools across the specified geographic location, ensuring maximum occupancy on our Year 10 and 11 courses.
- To adopt a flexible approach and undertake marketing during evenings and weekend as required to meet profiles.
- Promote and co-ordinate employer engagement to increase the uptake of Apprentices for both 16-18 and 19+ learners.
- Preparation and delivery of presentations to organisations in order to gain new business.
- Contribute to the development of marketing material and literature that promotes the company's image and reflects the quality services delivered by the company's two divisions.
- To undertake any other duties commensurate with the level of the post.
- To comply fully with internal policies on Health & Safety, Equal Opportunities and Quality Assurance.

FL and WBL is an ever-changing service and all staff are expected to participate constructively in NOVA's activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of NOVA.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.