

# Job Description

<b>Job Title:</b>	<b>APPRENTICESHIP RECRUITMENT OFFICER</b>
<b>Please Note:</b>	Where Staff work at dual sites, both sites will be regarded as your normal places of work and the company will not contribute towards travel costs from your home to either of these sites
<b>Responsible To:</b>	Centre Manager

## Mission

To engage employers, young people and adults to increase the number of Apprenticeships delivered by Nova Training.

## 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 SFA funded Apprenticeship programmes. 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 & Responsibilities (General)

- 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 and increase employer activity.
- Co-ordinate staff attendance and arrange resources for external marketing events.
- Procurement of quality work experience placements/job vacancies for Apprentices and those on an Access to Apprenticeship programme.
- To meet learner recruitment profiles as agreed with your manager for Apprenticeships (16-18 and 19+).
- Manage the promotion of NOVA's vocational programmes to schools across the specified geographic location, ensuring young people and parents are aware of our provision as a post 16 option and that it is a viable alternative to School Sixth Form and FE Colleges under the rules of raising participation.
- To adopt a flexible approach and undertake marketing during evenings and weekend as required to meet profiles.



[www.staffselectltd.co.uk](http://www.staffselectltd.co.uk)

*OUR VISION: Through a socially inclusive approach we will stimulate demand for learning from employers, young people and adults, improve literacy, numeracy, language and ICT skills so that individuals have the skills for employment and further skill development.*

*MISSION STATEMENT: To create and sustain an environment where staff can deliver an innovative, challenging, quality, exciting and inspiring learning experience that meets the needs of learners, non-learners and employers in the local community.*



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- 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.

## Personal Specification

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Attributes	Essential	Desirable
Experience	<p>A minimum of two years of employer engagement experience.</p> <p>Good knowledge of local area Education priorities and labour market.</p> <p>A minimum of two years' experience in recruitment.</p>	A background in education sales.
Qualifications & Training	<p>Level 2 literacy and numeracy skills.</p> <p>Enhanced CRB Disclosure.</p> <p>Current full UK Drivers Licence (with full access to a vehicle)</p>	<p>NVQ 3 in Customer Service.</p> <p>Level 4 IAG qualification</p> <p>Level 3 in Sales and Marketing</p> <p>Knowledge of the industries that we work with.</p>
Personal Attributes	<p>To work to deadlines and under pressure.</p> <p>Excellent communication skills.</p> <p>Demonstrable and effective planning skills.</p> <p>Ability to work effectively and network with a wide range of</p>	Specific track record in learner and temporary and permanent staff recruitment.



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	<p>employers, businesses and education establishments.</p> <p>Ability to work with minimal supervision (self starter).</p> <p>Ability to forward plan.</p>	
<p>Education 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.</p> <p>This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of NOVA.</p> <p>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.</p>		



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