

Job Description



Job Title:	Schools Referral Broker
Please note:	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
Responsible To:	Centre Manager

Mission

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.

Job Purpose

- To effectively and efficiently promote the services of Nova Training to schools across the region. Engaging with Schools, PRU's and other similar institutions to achieve 14-16 sales targets and additionally increase the number of 16-18 year olds engaging from schools on Study Programmes and Apprenticeship through effective IAG and co-ordination / participation in careers events.
- Negotiate individualised training programmes for young people based on the outcomes of a thorough interview and initial assessment.
- Ensure that learners are effectively introduced and inducted into centres.
- Maintain effective and regular contact with schools to ensure a high level of satisfaction with provision and ensure repeat business.
- Liaise with Centre Managers to ascertain provision spaces.
- Where necessary book transport for young people.
- Ensure financial targets and learner numbers are met including any 14-16 ESF NEET engagement profiles.
- Liaise with Digital Marketing Manager to undertake regular e-marketing and other marketing campaigns to schools.
- Liaise with school IAG / Careers Advisors to ensure Recruitment and Induction Officers and Apprenticeship Recruitment Consultants are able to attend the school and promote Post 16 options.
- To utilise the organisations ACT database to manage marketing activities to schools and improve Customer Relationship Management.
- Co-ordinate staff attendance and arrange resources for careers fairs at schools.
- 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.
- Preparation and delivery of presentations to schools in order to gain new business.



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.



www.staffselectltd.co.uk

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Midlands: Bilston • Birmingham • Bridgnorth • Cannock • Dudley • Hereford • Kidderminster • Lye • Oldbury • Redditch • Stafford • Telford • Walsall • West Bromwich • Willenhall

East Anglia: King's Lynn • Great Yarmouth • Thetford • Dereham • North Walsham

East of England: Cambridgeshire • Essex • Hertfordshire • Bedfordshire

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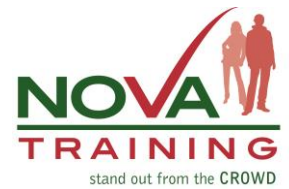
- Attendance to any relevant networking meetings and marketing events that may raise awareness of our offer.
- Contribute to the development of marketing material and literature that promotes the company's image and services.
- To undertake any other duties commensurate with the level of the post.
- To comply fully with internal policies on Health & Safety, Safeguarding, Equality and Diversity and Quality Assurance.

Personal Specification

Job Title: Schools Referral Broker

Attributes	Essential	Desirable
Experience	A minimum of two years of targeted sales experience.	A background in education sales. Experience of brokering training packages to schools. Experience of delivering CEIAG.
Qualifications & Training	Level 2 literacy and numeracy skills. Level 3 IAG qualification Enhanced DBS disclosure. Current full UK Drivers Licence (with full access to a vehicle)	NVQ 3 in Customer Service. Level 3 in Sales and Marketing Level 4+ IAG
Abilities	To work to deadlines and under pressure. Excellent communication skills. Demonstrable and effective planning skills. Ability to work effectively and network with a wide range of customers and education	Specific track record in learner recruitment.

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	<p>establishments.</p> <p>A proven track record in direct sales and recruitment.</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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