



Job Description

Post: Recruitment Officer

Responsible To: Recruitment Manager

Summary of Post:

To ensure recruitment targets are achieved by providing an excellent professional service, identifying, and meeting the recruitment and training needs of each individual employer and ensuring repeat business.

To actively promote the College Apprenticeships, Traineeships, and other relevant products offered, securing repeat and new business through robust recruitment processes and excellent customer service.

Specific Duties:

1. To actively promote and engage with employers regarding Apprenticeships, Traineeships and other services offered by the Business Unit to secure repeat business and identify new business opportunities to meet individual targets.
2. To conduct appropriate vetting and preparation procedures through visits to all employers who wish to recruit an apprentice including:
 - Completing Health and safety checks
 - Ensuring the scope of duties of the job role meet the requirements of the Apprenticeship Standard,
 - Agree employer apprenticeship terms and conditions
 - Agree funding mechanisms and eligibility
3. To support employers to create a Digital Account to reserve and access ESFA funding.
4. To ensure all Written Agreements and Contracts for Services are in place with apprenticeship employers as per ESFA funding rules.
5. To engage with potential apprenticeship candidates via the Group and partner organisations to match their aspirations, knowledge and experience with the skills required by local employers.
6. To design and conduct recruitment campaigns which meet employer needs and engage with a wide potential apprenticeship audience.
7. To recruit learners with integrity, screening applicants via face-to-face interviews, determining eligibility and undertaking skills testing, providing feedback,



and signposting as necessary. Complete shortlisting and arrange employer interviews accordingly.

8. To pro-actively and flexibly manage employer expectations and relationships through regular communication, effective maintenance of an excellent working relationship via a computerised database of registering clients and employers including use of the CRM system. To ensure that all leads are followed up to maximise business opportunities and promote a good reputation for the group.
9. To support the employment and learning onboarding process via regular check-ins and information sharing.
10. To build and maintain an appropriate knowledge of Labour Market Intelligence.
11. To work with internal departments to support progression to apprenticeships including presenting at and supporting Careers Fairs and talks.
12. To provide apprenticeship IAG to all potential applicants and determine suitability accordingly through an extensive knowledge of the content of apprenticeship and standards, advising employers on appropriate pathways and programme design.
13. To liaise with the Business Units of the Group, referring candidates unsuitable for apprenticeships to training programmes.
14. To be fully conversant with apprenticeship funding mechanisms and government incentives available to employers.
15. To work closely with the Apprenticeship Delivery team to facilitate enrolment and inductions in a clear and timely manner and in accordance with the Apprenticeship Journey.
16. To effectively present Group services to employers demonstrating our ability to assist with the recruitment of a new vacancy as well as offering development opportunities to their existing workforce.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and Group policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.



7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. To be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Proven ability to offer advice and guidance to apprenticeship candidates	✓	✓	4
2.	Proven ability to market job seekers to potential employers	✓	✓	4
3.	Proven ability to assess skills and aptitude/ attitude offering appropriate advice and guidance	✓	✓	4
4.	IT skills and the ability to interrogate data, input and retrieval	✓	✓	6
5.	Effective written and oral communication	✓	✓	6
6.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Delivering presentations to a wide ranging audience	✓	✓	6
2.	Experience of establishing , organising and maintaining recruitment campaigns for SME's to Corporate Employers	✓	✓	4
3.	Experience of assessing, screening, matching and advising all levels of job seekers	✓	✓	4
4.	Experience of working to job output/ progression targets and setting priorities	✓	✓	4
5.	Experience of training basic employability skills	✓	✓	2
6.	Ability to demonstrate knowledge of private, public and voluntary sector employer requirements within Kent	✓	✓	2
7.	Working knowledge of the range and content of apprenticeship standards	✓	✓	4
8.	Understanding of funding mechanisms for levy and non-levy organisations	✓	✓	4
9.	Knowledge and experience of screening and matching	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4



2.	English Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4
3.	Relevant Level 3 qualification	✓		2
4.	Certificate in Recruitment Practice	✓		2

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.