

**Job Title** **Apprenticeship Recruitment & Engagement Advisor**

**Reports to:** **Business Development Director**

**People responsible for:** **None**

**Purpose:**

1. To enhance and grow the apprentice talent pipeline in line with company strategy using a range of direct and indirect marketing and other resources.
2. To enhance links through close liaisons with schools, employers and other associated apprenticeship recruitment organisations and activities.

**Main duties:**

1. To regularly monitor and update learner talent pools and recruitment trackers to ensure vacancies are filled timely and suitable apprentices placed with employers.
2. To maintain and update the current tracking systems for the learner engagement.
3. Meeting and exceeding KPIs linked to revenue and efficiency targets.
4. Respond timely and follow up on business enquiries using appropriate methods.
5. Check and update learner vacancies on Government website and also to ensure internal trackers are updated accordingly.
6. Carry out individual and group interviews for potential learners for apprenticeship programmes.
7. Liaise with advisors, tutors, and support staff to support employers, schools, colleges, and internal open days/evening events where required.
8. Organise and attend events relevant to apprenticeships.
9. Develop resources to assist applicants to gain apprenticeship employment.
10. Work flexibly in line with Company requirements.
11. Maintain and develop corporate image and reputation and protect and develop the company's brands via suitable and agreed PR activities.
12. Develop new communication channels, test and prove existing channels through achieving agreed KPIs.
13. Where necessary, signpost applicants to the correct channels if not suitable.
14. Contribute to and take accountability for the development, communication and delivery of Appris' vision and strategy.
15. Comply with legalities such as GDPR concerning access to learner information.
16. In order to help in the efficiency and smooth running of the Company, you may be required to help in any other departments, carrying out other work and other duties, as the workload so requires.

**General Expectations-**

- To apply the Company’s safeguarding policy, Prevent and welfare procedures and to raise any issues with a designated person
- To apply the Company’s professional standards and management competencies.
- To take good care of own health, safety, and welfare and that of other persons who may be affected by his or her acts or omissions in the workplace
- To inform Line Manager of any work situation that presents a potential or actual H&SW hazard
- To support the Company in ensuring compliance with the requirements of the Data Protection Act

**Knowledge and Experience Required-**

- In possession of broad experience within learner and employer engagement.
- Possess well-developed interpersonal skills and strong commitment to the job role.
- Enhanced understanding of Information, Advice & Guidance.
- Communicate required information with other departments and staff as needed.
- Comply with relevant legislation and policies, including Equality and Diversity, Health & Safety, Safeguarding, Prevent and GDPR.
- Business development/learner engagement experience.
- Knowledge of apprenticeship standards.
- IT proficient in Microsoft packages and social media platforms
- Public speaking and presentation skills

**Qualifications-**

- A minimum of grade 4/C or equivalent in maths and English
- Full UK driving licence (non-site-based role)

**Role Type** - Full-time permanent – 37.5 hours per week

**Salary** - £26,000 per annum (*rising to £27,500 after successful probationary period*) + £4,800 car allowance per annum + laptop + mobile phone

**Annual Leave** - 25 days + bank holidays

**Probationary Period** - 6 months from commencement of employment

**Other Mandatory Requirements** - Enhanced DBS check be required to commence employment in education sector.