

## Job Description

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		Apprenticeship Recruitment Officer	
<b>Reports to:</b>		Team Leader – Apprenticeship Recruitment	
<b>Job Grade</b>	LEG A	<b>Department</b>	Apprenticeship

### CORE RESPONSIBILITIES:

- Arrange and coordinate candidate information sessions including parent information sessions where it will increase the supply for all our vacancies
- To deliver effective information sessions to new apprentices and employers
- Provide candidates with relevant information, advice and guidance of vacancies and general apprenticeship information.
- Support candidates with CV/application development and interview techniques
- Create sector specific talent pools from new and existing approved applications making sure they are up to date with available candidates.
- Ensure that all approved applicants are put forward for the vacancy they have applied for and then for future vacancies if required.
- Communicate and update employers with recruitment progress, candidate information and other important apprenticeship information: including national minimum wage, health and safety updates and apprenticeship framework / standard.
- Provide a shortlist of candidates and coordinate interviews for the candidates with the employers.
- Liaise with curriculum to ensure they are aware of starts and process the paperwork accordingly.
- Provide candidate feedback both via phone and email throughout the recruitment & selection process, and give unsuccessful candidates feedback in a timely manner.
- To proactively manage the on-going (keep warm) communication to applicants and to liaise with marketing regarding promotional content about the school.
- Coordinate the initial assessment and BKSB testing where appropriate for candidates as part of the talent pool and candidate selection process.
- Support the delivery at information days for all new Apprentices across all curriculum schools as and when required
- Work closely with other college departments and staff to promote vacancies within, to target candidates with particular interest or skill.
- Promote vacancies, showcase apprenticeship case studies and other general apprenticeship information through various social media channels, and liaise closely with the colleges marketing department.
- Assist in providing other partnership organisations, stakeholders, communities, internal colleagues and departments with a weekly vacancy bulletin and vacancy of the week to increase the promotion of apprenticeships and the College.

- Provide pastoral support and guidance to candidates unsuccessful during the recruitment process.
- Attend internal and external events to assist in promoting the Apprenticeships programme and the college to wide audience including potential learners, parents, employers and intermediary organisations.
- Work closely with the LCC Student Recruitment and Admissions team to ensure that students at the college receive the correct apprenticeship information.
- Manage CRM systems to ensure all vacancies and learners are recorded and progressed in a timely manner.
- Ability to participate in evening/weekend work as required.
- Any other duties that are specific to the department.
- Assistance in the preparation, support and participation of examinations and invigilation across the Group.

### GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

#### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

#### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

#### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

#### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

#### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

#### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Apprenticeship Recruitment Officer
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the personal statement section of the application form. Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach, R = Reference

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Educated to Level 3 (A Level standard or equivalent)	A / C
E	Q2. Literacy and Numeracy at Level 2 (or equivalent) (GCSE Grades A-C)	A / C
D	Q3. Information, advice and guidance qualification at level 2 or above or willingness to work towards	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working in a professional team	A / I
E	EK2. Knowledge of good application practice including CV writing	A / I / Task
E	EK3. Knowledge and understanding of the recruitment process	A / I
D	EK4. Experience of engaging with a wide range of employers and candidates through various communication methods to secure apprenticeship placements/starts	A / I

D	EK5. Knowledge and understanding of the needs of candidates and employers within the workplace	A / I
D	EK6. Experience of working in a college/training provider setting	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent communication skills, which can adapt to a range of audiences including young people, employers and parents.	A / I
E	SC2. Good administration skills	A / I
E	SC5. Ability to prioritise workloads	A / I
E	SC7. Experience in the recruitment and selection process of candidates.	A / I
D	SC6. Strong ability to develop effective relationships with employers, students, parent and carers, develop rapport and empathy and a solution-focused approach	A / I
D	SC8. Ability to be able to support candidates with support advice and guidance	A / I
D	SC9. Ability to work effectively with computer programmes such as Word, Excel, and PowerPoint, Google platforms.	I / T

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I