



## Job Description

<b>Group Member:</b>		Luminate Group Services	
<b>Job Title:</b>		Employer Support and Recruitment Co-Ordinator	
<b>Reports to:</b>		Business Development Manager	
<b>Job Grade</b>	LEG C	<b>Department</b>	Apprenticeships

### SPECIFIC ROLE RESPONSIBILITIES:

1. The post holder will support a range of employers, in the identification of their skills needs and providing services and solutions to support them.
2. This post holder will build new relationships with employer partners through relationships with levy employers and SME's alike.
3. The post holder will represent the group at external events and meetings used to network and develop new relationships and partnerships.
4. The post holder will support apprentice applicants with interview readiness and completion of Initial Assessment, ALS Assessment, and provide Career, Information, Advice and Guidance.
5. The post holder will be responsible for the advertisement of apprenticeship vacancies and support employers with their DAS Management.

### CORE RESPONSIBILITIES:

1. As Employer Support and Recruitment Co-ordinator you will have a varied role which changes day to day, it will include Business Development, Employer Engagement and Learner Recruitment responsibilities.
2. You will attend a range of external meetings and events representing Luminate Education Group which will vary in terms of audience. This could be business networking events, school assemblies, careers fairs or celebratory evenings to name a few.
3. The post holder will respond to inbound leads and occasionally make outbound cold and warm calls to employer partners
4. The post holder will manage enquiries coming in through a range of channels (telephone, website, marketing campaigns and referrals) in line with customer service expectations.
5. The post holder may be requested to attend employer premises to undertake organisation needs analysis' to identify training requirements and ensure that the recommended training solution meets the needs of the business.
6. You will have a robust knowledge and understanding of the colleges offering, including Apprenticeships, T Levels, Commercial Training and Work Placements.

7. You will prepare and present proposals to employers agreeing and costs associated with the solutions the college is able to provide, you will be a skilled negotiator with a proven track record within a sales/business development environment.
8. You will build a talent pool and manage this effectively to promote apprenticeship ready applicants directly to employers.
9. You will be responsible for the account management of repeat business, this will include regular 'check in's' with existing employer partners, these meetings will be face to face or via Microsoft Teams.
10. You will provide robust Career, Information, Advice and Guidance to all applicants.
11. You will work with the marketing team to follow up marketing campaigns to generate leads.
12. You will keep all CRM systems up to date with activity logs against all employer partners.

#### **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*

##### **Ownership**

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

##### **Enjoyment**

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

##### **Collaborative**

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

##### **Passion**

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

##### **Creative**

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

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<b>Department</b>	Apprenticeships

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 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

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A / C
E	Q2. A Level 3 or above qualification within Information, Advice and Guidance or a willingness to complete within 6 months of employment.	A / C
E	Q3. UK Driving Licence and regular access to own vehicle	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working within a Employer Engagement, Business Development or Sales	A / I / P

	role within Further Education with a proven track record of meeting associated targets.	
E	EK2. Experience of account managing customer/stakeholder partnerships, leading to growth.	A / I / P
E	EK3. Experience of working within a recruitment role, managing vacancies and candidates effectively.	A / I / P
D	EK4. Experience of presenting to groups of stakeholders both in person and online.	A / I / P
D	EK5. Knowledge of the Further Educational Landscape, specifically in relation to apprenticeships.	A / I / P
D	EK6. Experience of providing independent career and educational information, advice and guidance.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. A confident communicator with the ability to present to a wide range of audiences.	A / I / P
E	SC2. An adaptable individual who is able to work well in a role which is varied and priorities can compete and change.	A / I / P
E	SC3. Ability to communicate effectively with students, staff, and stakeholders.	A / I / P
E	SC4. Excellent written and verbal communication skills.	A / I / P
E	SC5. Strong organisational and time-management skills to handle multiple tasks and meet deadlines.	A / I
E	SC6. Ability to prioritize workload and manage conflicting demands.	A / I /
E	SC7. Experience using databases to process information and maintain records.	A / I

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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