



Recruitment Officer

Location: Birmingham, Solihull and Coventry

Reporting to: Operations Manager

Salary Range: Competitive. Dependant on experience

Type: Full-time

Application Deadline: 13th September 2020

Role starting: Late September / Early October

Applications will be accepted by curriculum vitae (CV) with cover letter explaining why you feel you are suitable for the position. To apply, upload your CV to our applicant tracking system [here](#)

Introduction:

Skills Training UK is an innovative skills provider offering a joined-up approach to business and economic development and social inclusion; working with employers to develop skilled and productive employees whilst creating employment for people in the communities where we work.

Purpose of the Study Programme Tutor Role:

The Recruitment Officer will be responsible for recruiting 19+ unemployed people within the postcodes of delivery areas of our AEB contract.

The Recruitment Officer will be a dynamic individual who is able to develop and maintain positive relationships with the full range of referral partners including JCP, as well as motivating and engaging unemployed individuals to engage on our programmes

Job Tasks and Responsibilities:

The main job tasks and responsibilities will include:

- Actively promote the AEB and SBWA AEB programmes to referral organisations, including JCP, Connexions, Housing Associations, Community Organisations, other providers etc.
- Building meaningful and long-standing relationships with referral organisations, to maximise referral opportunities.
- Source eligible learners for across our ICT, BA, Engineering & Manufacturing, English, Maths and ESOL programmes, through; advertising, screening, shortlisting and matching them to the appropriate opportunity.
- Deal with enquiries from prospective learners, via telephone, email, face to face and online applications.



- Ensuring staying abreast of and attending careers fairs and other suitable marketing/networking events, for the purposes of recruiting learners or engaging with possible referral organisations.
- Offer initial Information, Advice and Guidance to potential Learners on the most suitable programme route available to support their progression.
- Provide outstanding pastoral care to support learners and applicants during the period of their initial journey through to engaging on programmes.
- Conduct initial learner screening/interviews, to ensure accurate screening to ensure eligible for AEB funding.
- Provision of daily, weekly and monthly reports to reflect Centre Recruitment performance against contractual and company targets.
- Maintain and update records of outreach activity, interview attendance, conversions from referrals to confirmed starts.
- Ensure completion of all start paperwork and Initial Assessments in accordance with compliance needs and STUK procedures.
- Maintain a current and ongoing knowledge of Traineeship, Study Programme and apprenticeship programmes offered by STUK and funding to provide accurate information to potential learners in order to best match the individual to the correct programme.
- Support new Learners during the Induction Process.
- Ensure monthly learner recruitment targets are achieved.
- Work to, and achieve Company set key performance indicators.
- Advance and integrate equality and diversity throughout all activities.
- Attend and actively participate in centre of AEB meetings as and when required.
- Keep abreast of changes in the education sector including funding, and the local area including DWP changes.
- Completion of all and any other duties as reasonably requested by the Centre Manger.

Standard responsibility requirements:

- Deliver effective review processes for staff within the Centre, maintaining records on Breathe HR
- Participate in the staff review process to include identification of own training needs.
- Evidence own CPD and achievement using the Breathe HR system.
- Overall management of centre activity, ensuring compliance within the centre and tracking of learner journeys.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Advance and integrate equality and diversity throughout all activities.
- Comply with Skills Training UK policies and procedures.
- Ensure and protect the safeguarding of and welfare of children, young people and vulnerable adults and follow the appropriate processes in place where concerns arise.

Required Skills





- Must be target-driven and able to perform against weekly and monthly targets set.
- Be able to maintain spreadsheet and MI system records.
- Be able to produce accurate daily, weekly and monthly reports.
- Have strong and engaging communication skills.
- Be able to engage and develop professional relationships with a range of people with potentially challenging barriers and from diverse backgrounds.
- Ability to establish and maintain effective working relationships with staff, parents/carers, key stakeholders and external agencies.
- Be able to use presentation, computer and software applications or equipment effectively
- Have strong organisational and administration skills.
- Be able to work competently with the minimum of supervision.
- Be able to maintain a high standard of attendance, timekeeping, conduct and professional appearance.
- Be flexible to adapt to programme changes as they occur.
- Be professional, ethical and persuasive
- Be committed to a high standard of customer care
- Have experience of programmes aimed at adult learners
- Have knowledge of programme funding
- Have knowledge of the Ofsted inspection process

Education and Experience

Essential

Level 2 (eg. GCSE or equivalent) qualification in English and Maths

Minimum of 2 years' experience working in learner recruitment/engagement

Minimum of 2 years' experience, maintaining and managing external relationships

Desirable

Sales experience

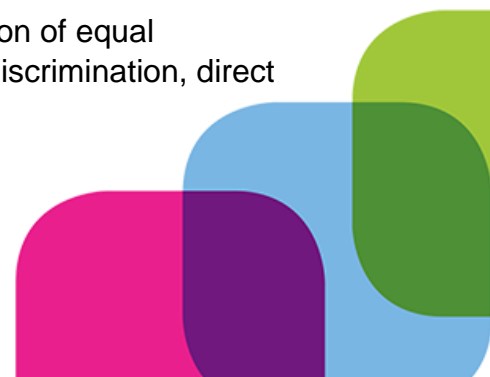
Level 2 or above IAG qualification

The benefits of the role:

- Generous holiday allowance
- Excellent pension scheme
- Expenses
- Life Assurance
- Access to an Employee Assistance Programme

Equality of Opportunity:

Skills Training UK is fully committed to the principle and promotion of equal opportunities for all and opposes all forms of unlawful or unfair discrimination, direct





Skills Training UK

training in a different class

or indirect. All employees are expected to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Skills Training UK wishes to ensure that it complies with the requirements of the Equality Act. If you are a disabled person, please ensure that we know what you need so that we can make reasonable adjustments to help you succeed.

Health & Safety:

Skills Training UK is committed to the health, safety and welfare of its employees and customers. Health & Safety should form an integral part of normal working practices and all employees are expected to recognise their responsibilities under the Company's Health & Safety policy.

Continuous Improvement:

Skills Training UK is committed, and all employees are expected to work proactively to secure continuous quality improvement and achievement of the highest possible standards.

Probationary Period:

Appointment will be subject to a probationary period of six months in the first instance in the case of new staff to Skills Training UK.

Disclosure and Barring Service (DBS) check:

For positions involving working with children and/or vulnerable adults, the successful candidate will be subject to an enhanced Disclosure check through the confidential process administered by the Disclosure and Barring Service. A conviction may not exclude candidates but will be considered as part of the recruitment process.

