



Role: Recruitment Officer

Location: West Bromwich

Reporting to: Operations Manager

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 Recruitment Officer role:

The Recruitment Officer will be responsible for recruiting NEET Young People aged 16-24 for our Traineeships and Study Programme. The Recruitment Officer will be a dynamic individual who is able to develop and maintain positive relationships with the full range of referral partners, as well as engage and motivate young people.

Job Tasks and Responsibilities:

- Actively promote and recruit for the Study Programme and Traineeships to appropriate and eligible 16–24-year-old NEET candidates.
- Provision of daily, weekly, and monthly reports to reflect Centre Recruitment performance against set company targets and forecasts.
- Maintain and update records of outreach activity, information session attendance, conversions from referrals to confirmed starts and Learner numbers against potential Centre occupancy.
- Attend and actively participate in Centre morning briefings and other meetings as directed by Centre Manager.
- Identify, approach, and develop relationships with appropriate and relevant referral agencies including JCPs, Connexions, Local Authority departments, local schools and colleges etc.
- Offer initial Information, Advice and Guidance to potential Learners on the most suitable programme route available to support their progression.
- Organise and support Information Sessions for potential candidates interested in joining the Traineeship and Study Programmes.
- Ensure completion of all start paperwork and Initial Assessments in accordance with compliance needs and STUK procedures.
- Support new Learners during the Induction Process where needed.
- Keep abreast of changes in the education sector including funding, and the local area including DWP changes.
- Completion of any other duties as reasonably requested by the Centre Manager.

Standard Responsibility Requirements

- Participate in the staff review process to include identification of own training needs.
- Evidence own CPD and achievement using the Solution 9 HR system.
- 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 and behaviours:

- 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 communication skills.
- Be able to engage and develop professional relationships with young 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 16–24-year-olds.
- Have knowledge and expertise 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 of experience of working with young people

Desirable

- Relevant industry experience, which may include Sales

The benefits of the role:

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





Skills Training UK

training in a different class

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 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.

