



# JOB DESCRIPTION

**POST TITLE:** APPRENTICESHIP & TRAINEESHIP  
RECRUITMENT ADVISOR (MATERNITY COVER)  
**POST NUMBER:** WREQ3163  
**GRADE:** MANAGEMENT SPINE M - I

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## JOB PURPOSE

Under the direction of the Apprenticeship Recruitment Manager and ultimately the Head of Apprenticeship and Traineeships you will carry out **all Traineeship recruitment activity** including activity with key referral partners with a focus on the growth of traineeships progressing into Apprenticeships.

The primary purpose is to provide careers advice to learners, matching them with the relevant Traineeship programme and when required to facilitate the matching apprenticeship applicants to suitable job vacancies and building up a talent pool of candidates for traineeships, plus deliver the Traineeship and Apprenticeship On-Boarding experience.

## TASKS, DUTIES, AND RESPONSIBILITIES

- To play an active role in the marketing and promotion of the benefits and opportunities of Traineeships and other relevant training programmes including Apprenticeships to schools, employers, learners, and stakeholders. (e.g. Careers Fairs, speaking in assemblies, presenting to classes about Apprenticeships).
- To actively engage with all referral partners to promote the latest Traineeship programme, either by face-to-face activity or social media.
- To promote suitable job vacancies and work experience opportunities for apprenticeship applicants, Traineeships, and learners on unemployed programmes.
- To provide employers and learners with up to date and accurate information, providing careers advice and guidance to potential candidates on traineeships and apprenticeships from Level 2 to Degree Level and other career and development opportunities.
- To support when required with any enrolment of all traineeships and apprenticeships in the workplace in a timely and cost-effective manner, ensuring all enrolments meet the quality On Boarding quality standard.
- To provide support with the wider College teams and lead with key employers on recruitment and assessment centre campaigns.

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- To keep accurate information of employer activity and maintain the database (CRM) of past, current and potential job vacancies.
- To support the team with recruitment events and learner assessments.
- To undertake other such duties as may be reasonably required commensurate to the grade of post.

## **GENERIC DUTIES**

In addition to the requirements of the post above, you will be responsible for:

- Be proactive with learners who apply through Traineeship and Apprenticeship Vacancies to increase conversion rates of applicants to starts.
- To refer learners to other programmes on offer within the Weston College Group.
- Match vacancies and applicants within area of responsibility.
- Conduct interviews with applicants and provide support for CV and job seeking skills where appropriate.
- Liaise with Traineeships, Apprenticeship Hub, ASPECT, and Faculties to ensure a collegiate approach to recruitment of learners.
- Keep accurate and timely records of vacancies and applicants and employer activity on CRM/database.
- Develop innovative approaches to market and promote opportunities for apprenticeships and Traineeship Talent pool.
- Attend collegiate and departmental activities such as Open Evenings and Business Events.

## **SUPERVISORY RESPONSIBILITY**

None.

## **SUPERVISION RECEIVED**

The person appointed will be responsible to Lead for Traineeship and Apprenticeship Recruitment.

## **CONTACTS**

The post holder will have frequent contacts with College staff, students, parents/carers, employers, schools, as well as other external organisations/agencies.



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## **SPECIAL CONDITIONS**

The post will involve some travel in order to attend events, so a full driving license and your own transport is essential.

Due to the nature of the role, you will also need to sometimes be adaptable regarding your hours to working flexibly as part of the team (for example, to attend a College Open Evenings).

## **HEALTH AND SAFETY**

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **CONDITIONS OF SERVICE**

The College standard Contract of Service for Management Spine staff applies.

### **SALARY**

Management Spine M to I: £21,279.00 to £25,425.00 per annum.

### **HOURS**

Hours of attendance: 37 hours per week.

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays and college closures.

Weston College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

*Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.*

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 or above (or equivalent), including Mathematics and English.  <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.</i>	✓	
Educated to A Level or equivalent standard.		✓
Qualified to Level 4 in information advice and guidance.		✓
Some relevant experience of recruitment for either employers or learners.	✓	
Experience in providing information, advice and guidance.		✓
Computer literacy.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Ability to work as part of a team.	✓	
Excellent Interpersonal Skills.	✓	
Ability to work to KPIs and targets.	✓	
Excellent communication skills.	✓	
Full driver's licence and access to own vehicle at all times.	✓	