



## Job Description

Job title:	<b>Learner Recruitment Team Leader</b>
Responsible to:	Commercial Director
Hours:	Full time 35 hours per week
Salary:	£28,129 to £32,385 p.a. depending on experience
Location:	Based in Nottingham, may include some travel in and around the East Midlands to recruitment events.

### Background

Access Training is a well-established leading training organisation working in and around Nottinghamshire, Derbyshire and Leicestershire. We provide a range of employment related training including Full Time Programmes, Apprenticeships, Employability, Adult Learning Loans and work experience opportunities for adults and young people from diverse backgrounds, that will enhance individuals' employment potential and qualifications. In our most recent Ofsted inspection in we retained our "Good" rating and we are continuously developing and improving our provision. In November 2021 we were announced winners of the Education and Business Partnership Award at the East Midlands Chambers of Commerce Nottingham Business Awards 2021 for the second year running.

### Main purpose:

- To effectively lead and manage the learner engagement team to ensure recruitment targets are met across all programmes.
- To manage and provide an effective and efficient learner engagement service to our learners across all Access Training programmes, ensuring applicants are matched to the correct programme.
- To challenge all practices and procedures within own role and throughout the organisation, to contribute to and ensure continuous improvement and quality.

### Key responsibilities

- To lead, motivate, develop, and coach staff to enable them to work efficiently and achieve recruitment targets across all programmes.
- Lead by example by building up and managing a caseload of own recruitment activity.
- To manage and recruit learners onto the relevant training programmes ensuring KPIs are met.
- To identify underperformance and take the appropriate action with staff where necessary including coaching, development, improvement plans and capability action.
- Build and promote effective working relationships across all departments to ensure a 'one' team approach.
- Lead and build relationships with key stakeholders and referral partners in order to create and maximise opportunities.
- Ensure the team complete all relevant paperwork accurately to maintain high quality and full compliance with funding rules.

- To manage a caseload of employer vacancies, ensuring the team recruit on these and liaise and update the employers regarding the progress, as a minimum, on a weekly basis.
- To ensure all employer vacancies are advertised on the various platforms including, but not exhaustive of, the Apprenticeship Service, company website, referral partners and other appropriate channels.
- To ensure the team sift and pre-screen all applications in a timely and efficient manner.
- To ensure the team organise and set up candidate interviews with employers to enable vacancies to be filled timely in order to meet customer needs, team and individual KPIs.
- To carry out pre-screen interviews with the candidates, providing effective Information, Advice and Guidance (IAG) to ensure we match the right candidates to the right programme with the right employer, first time.
- To ensure all applicants are followed up in a timely manner and referred to alternative provision where applicable.
- To ensure the team provide support to learners to ensure they are fully prepared for and attend their interviews with employers.
- To ensure the team contribute to the generation of new opportunities/business in general by making calls to employers to source placements and/or vacancies.
- To participate in marketing activities for Access Training to generate new vacancies/work placements and to ensure all social media activity is dealt with in a professional and timely manner.
- To source and plan attendance at careers fairs and any other learner recruitment events as required.
- To maintain accurate records on systems/trackers as required.
- To ensure the team set applicants up on maths and English initial assessments and diagnostics, where applicable and monitor timely completions of these.
- Ensure the team obtain prior learning records (PLR) for applicants and check for prior learning and achievement.
- To ensure that Equality & Diversity practices are followed throughout the day-to-day activities within the engagement team, especially when dealing with learners, employers, and referral partners.
- Work with the Commercial Director to produce weekly/monthly recruitment reports as required.

### **Other duties**

- To comply with Access Training's Equality Opportunity, Health & Safety and Safeguarding policies ensuring that any issues are handled and referred appropriately.
- Support the Health and Safety committee.
- To carry out other duties compatible with the post.
- Not to undertake duties which conflict with the organisation.

**NB. The above job description sets out the main responsibilities for this position but should not be regarded as an exhaustive list of the duties that may be required of the post holder.**



## **Learner Recruitment Team Leader Person Specification**

### **Applicants must have:**

- A proven track record of meeting recruitment targets.
- Experience of leading, managing and motivating a recruitment team.
- Determination and drive to achieve company targets.
- Self-motivated and able to cope under pressure.
- Excellent communicational skills.
- Excellent IT skills (conversant with Microsoft Office and social media).
- The ability to build effective working relationships with key referral partners.
- Driving licence and own transport.

### **The following are desirable**

- Recruitment experience within the further education sector.
- Knowledge of a wide range of government funded programmes.
- Good relations within the further education sector.



## Conditions of Service

Post:	<b>Learner Recruitment Team Leader</b>
Based in:	Based in Nottingham, may involve some travel to recruitment events across the East Midlands
Hours:	Full time, 35 hours week.
Salary:	£28,129 to £32,385 p.a. depending on experience
Method of payment:	Salaries are paid monthly, generally the 25 <sup>th</sup> of the month, into a Bank or Building Society of your choice.
Annual leave:	For full-time, 26 days per full year, of which management reserve the right to dictate when up to 4 of them will be taken. Part time staff have pro rata entitlement to annual leave and Bank Holidays. Any holidays already planned will be honoured where possible – however, where they exceed entitlement, they will generally need to be taken without pay.
Holiday year:	August to July
Statutory/privilege:	8 days per year for full time (pro rata for part-time)
Probationary period:	Six months
Sickness:	Access Training has a sick pay scheme, following the satisfactory completion of probation.
Travel:	Access Training reimburses Casual Car User Allowance / Essential Car User Allowance and Bicycle User Allowance at the rate set by Access Training.
Health & Wellbeing:	Fully funded Employee Assistant Programme including Cycle to Work Scheme
Disclosure & Barring Service:	Posts in regulated activity with Access Training are subject to checks with the Disclosure & Barring Service and as such, this post will require a check.
Workplace Pension:	Auto-enrolment into the NEST pension scheme after 3 months' service. Current contributions are 4.0% employee, 1.0% government, 3.0% employer.
Right to work in the UK:	Documentation required to check eligibility.