

Job Description

Job Title	EMPLOYER ENGAGEMENT LEAD - Early Years Education, Health, Social Care, Hair & Beauty
Salary Range	Support Scale, Fixed Point 28 £28,676 per annum, pro rata
Department	Engagement Team
Hours per Week	30
Terms of Employment	Permanent Full year Support Contract
Annual Leave Entitlement	28* Days pro + Bank Holidays and College Closure Days
Responsible to	Head of Engagement

*2 days to be taken on identified dates during the Christmas closure period as notified on the College Calendar

The Employer Engagement (EE) Team is part of the wider Engagement Team which offers a range of services to prospective students, current learners, employers, staff & visitors and has an ethos of close team work and communication. The Employer Engagement Lead will work collaboratively with curriculum and work-based learning teams to promote the College's provision to employers, prospective learners and the wider community, helping to meet recruitment and progression targets.

Job Purpose:

- Respond to employer need and demand, contributing to the College's development & promotion of work-based learning and full-cost provision
- Develop relationships with local business, positioning the College as a key partner in future enterprise and local economic development
- Increase progression onto apprenticeship provision through the delivery of targeted workshops and sessions

Key Tasks / Responsibilities:

1. Collaborate with curriculum and marketing colleagues to develop & promote apprenticeships, full-time and part-time courses to meet the requirements of local & regional business, with particular focus on the Early Years, Health, Social Care, Hair and Beauty sectors.
2. Advise organisations on the range of training and funding available to meet their business needs, including funded programmes and non-funded programmes, apprenticeships, diplomas and bespoke training. Undertake organisational/training needs analysis as required.
3. Work collaboratively with curriculum teams, training coordinators and work experience coordinators to ensure positive relationships are fostered with local, regional and national employers, supporting the development of work placement opportunities for full-time learners.
4. Develop and maintain client contact, customer relationships and all aspects of business development and take responsibility for specific client accounts
5. Engage with local employers through networking opportunities, attendance at events and meetings to create new business for the college.

6. Manage processes to improve internal progression onto Apprenticeship provision, delivering workshops and sessions to current full-time learners across all curriculum areas, to meet recruitment targets.
7. Work collaboratively with the Apprenticeship Manager and School & Community Engagement team to develop a robust plan for the promotion of apprenticeships, delivering workshops and sessions to school leavers and adults across the community.
8. Support organisations to access the Digital Accounts Service (DAS) to secure funding for Apprenticeships
9. Engage effectively with central cross college teams to ensure high standards of compliance in e.g. Health and Safety, Information Services, Finance and Personnel
10. Other duties commensurate with the grade of post as required.

College Responsibilities:

- Contribute to the quality improvement process;
- Work within health and safety guidelines and be aware of your responsibilities for health and safety;
- Adhere to College policies and procedures;
- Promote and safeguard the welfare of young persons and vulnerable adults;
- Value diversity and promote equality and diversity;
- Undertake professional development to ensure skills and qualifications are up to date;
- Participate in meetings and events as required.
- Work co-operatively with colleagues and show commitment to the College and its mission;
- Adhere to College Values: **Collaborative; Inclusive; Aspirational**

Disclosure & Barring Service: **This post is subject to an enhanced DBS criminal check.**

Person Specification

Attributes	Essential	Desirable	Measured by
Experience	<ul style="list-style-type: none"> • Experience of engaging with local employers and internal departments • Knowledge of work-based learning and training programmes • Extensive knowledge of LMI and local LSIP priorities 	<ul style="list-style-type: none"> • Experience of working within Early Years, Health, Social Care, Hair or Beauty sectors • Understanding of current Further Education requirements, funding streams and initiatives (local and national) 	Application form and interview
Qualifications	<ul style="list-style-type: none"> • Minimum Level 3 qualification in an appropriate subject • GCSE Maths and English Grade C or above (or equivalent Level 2) 	<ul style="list-style-type: none"> • Advice and Guidance Level 4 • Team Leading or Supervisory Management Qualification 	Application form
Skills / Abilities	<ul style="list-style-type: none"> • Good people and performance management skills • Excellent communication skills and the ability to deliver presentations successfully to a varied audience • Skilled in developing and maintaining customer relationships and excellent customer service • Strong engagement, networking and collaboration skills, both internal and external • Excellent planning, prioritising and organisational skills • Excellent IT skills, in particular Microsoft Office • 	<ul style="list-style-type: none"> • Financial/budget management skills 	Skills test and interview
Personal	<ul style="list-style-type: none"> • Ability to work under pressure and to tight deadlines • Able to take responsibility and solve problems • Current driving licence and business travel insurance and access to own vehicle A reliable and flexible approach to work and smart appearance 		Application form, skills test and interview



Our Values



Collaborative

Agreed behaviours

- Work together to maximise opportunities
- Build strong and productive relationships
- Support each other to achieve shared goals
- Communicate in an honest and trustworthy manner
- Learn from each other



Inclusive

Agreed behaviours

- Listen and value the views of others, demonstrating mutual respect and empathy
- Create a welcoming, safe and supportive environment
- Promote a sense of community, belonging and pride in place
- Champion equality, diversity and opportunity for all



Aspirational

Agreed behaviours

- Lead by example, role modelling high standards
- Celebrate progress and achievement
- Take responsibility and be accountable
- Embrace new challenges confidently
- Continually strive to improve