

As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Recruitment Officer (Apprenticeships)**?

Job Title	Recruitment Officer (Apprenticeships)
Ref No.	ME2526020
Department	Business Centre
Reporting to	Director of Work-Based Learning
Location	Northampton, Booth Lane Campus
Salary	<p>In the range of £25,798 - £28,513 per annum pro-rata</p> <p>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.</p>
Hours	37 hours per week, 52 Weeks per year
Contract Type	Permanent

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To be the main point of contact for employer applicant enquiries, working collaboratively with the Business Development team to coordinate the placement of apprenticeship vacancies for employers.

Main Duties and Responsibilities

1. To build and manage professional and productive relationships with employers, enabling the placement of apprentices, and supporting the generation of repeat business through the provision of high-quality customer-service.
2. To be the main point of contact for employer and apprentice applicant enquiries.
3. To utilise the national Apprenticeship Service portal, other job site channels and social media platforms to recruit and manage apprenticeship vacancies.
4. To liaise with curriculum colleagues to promote apprenticeship progression opportunities to existing students.
5. To be responsible for a caseload of applicants, maintaining regular contact to assess their readiness and availability for placement into an apprenticeship.
6. To provide one-to-one advice and guidance to Northampton College students and external applicants regarding apprenticeship career opportunities and accessibility to these.
7. To work with apprentice applicants to identify employability needs (including interview skills, writing a Curriculum Vitae and confidence building), progressing them onto relevant short employability courses.
8. To work collaboratively with other members of the Business Centre team to facilitate an effective apprenticeship on-boarding process.
9. To attend school events and job/careers fairs to promote Northampton College's apprenticeship offer and vacancies.
10. To update and maintain both the Customer Relationship Management (CRM) and internal tracking systems, ensuring the validity of employer, applicant and vacancy details, producing data reports (showing actual numbers versus targets) as required.
11. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level 	
Knowledge	<ul style="list-style-type: none"> Understanding of employability skills Understanding of the principles of apprenticeships Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection 	
Skills	<ul style="list-style-type: none"> Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, apprentices/students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Experience of working in a fast- paced administrative role Experience of delivering high levels of customer service 	
Attributes	<ul style="list-style-type: none"> Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments Priorities the needs of the team, customer, and the organisation High degree of integrity and honesty Empathetic: demonstrates thoughtfulness towards others Resilience: able to recover from setbacks quickly Self-motivated: demonstrates initiative, positivity, and a proactive approach Positive role model for apprenticeships/students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

