Job Description

TITLE: Apprenticeship Recruitment Advisor

GRADE: Scale 4

REPORTS TO: Group Director –Apprenticeships and Business Development

HOURS: 35 hours per week

Purpose of the Role

As part of the Apprenticeships and Business Development Directorate, the Apprenticeship Recruitment Advisor role will provide a professional, inclusive and responsive recruitment service to apprenticeship applicants and employers.

The postholder will:

- Coordinate apprenticeship vacancies from receipt through to candidate appointment and handover for onboarding.
- Advertise apprenticeship opportunities accurately and within agreed service standards.
- Source, screen and assess applicants fairly against the published requirements of the vacancy and apprenticeship programme.
- Support candidates to understand the recruitment process, employer expectations and the requirements of an apprenticeship.
- Coordinate interviews, assessment activities and selection outcomes with employers and College teams.
- Maintain accurate vacancy, candidate and outcome records across relevant College and external systems.
- Work with Business Development and curriculum teams to convert suitable employer vacancies into successful apprenticeship starts.
- Provide a positive candidate and employer experience throughout the recruitment process.

Key Responsibilities:

Candidate Recruitment, Assessment & Support

- Advertise apprenticeship vacancies accurately on the Government's Find an Apprenticeship service, College platforms and other approved channels within agreed timescales.
- Review applications daily and maintain accurate candidate statuses, actions and outcomes throughout the recruitment process.
- Source prospective candidates through College progression routes, recruitment events, community partners, careers services and other appropriate channels.
- Manage the apprenticeship talent pool in accordance with data-protection, consent and record-retention requirements.
- Undertake initial screening, assessment and candidate interviews using consistent, vacancy specific criteria.
- Assess applicants objectively against apprenticeship entry requirements, employer criteria and the demands of the occupational standard.
- Identify any initial support needs or barriers disclosed during recruitment and refer these appropriately, without making assumptions about a candidate's suitability.
- Provide candidates with clear information about the apprenticeship, vacancy, employer expectations, recruitment stages and likely timescales.
- Prepare shortlisted candidates for employer selection activities while ensuring that selection decisions remain fair and employer led.
- Arrange interviews, assessment centres and other selection activity with employers and relevant College teams.
- Communicate selection outcomes promptly and professionally, providing appropriate feedback where available.
- Support successful candidates through the pre-onboarding stage and complete a clear handover.
- Signpost unsuccessful or ineligible applicants to suitable College programmes, careers guidance, alternative vacancies or other appropriate services.
- Maintain regular contact with candidates to reduce disengagement, stalled applications and avoidable loss from the recruitment pipeline.
- Provide a responsive telephone, email and general enquiry service to applicants, parents or carers, employers and internal colleagues.

Employer & Vacancy Co-ordination

- Work with colleagues and employers to obtain complete vacancy information, including duties, working arrangements, salary, entry criteria and selection requirements.
- Review vacancy information for accuracy, clarity, inclusivity and alignment with the relevant apprenticeship standard before publication.
- Keep employers informed of application volumes, candidate progression, interview activity and recruitment outcomes.
- Provide employers with suitable candidate information securely and only for legitimate recruitment purposes.
- Coordinate employer interview and assessment arrangements, including schedules, candidate communication, venues and supporting documentation.
- Record employer decisions, offers, unsuccessful outcomes and withdrawn vacancies accurately and promptly.
- Monitor live vacancies and take action where applications, shortlisting, interviews or employer decisions are delayed.
- Liaise with employers and colleagues to identify alternative recruitment approaches where vacancies are attracting insufficient suitable candidates.
- Promote fair, inclusive and accessible apprenticeship recruitment practices.
- Support employer recruitment events, information sessions, open events and other activities that generate apprenticeship applications.
- Gather employer feedback on the recruitment service and contribute to employer satisfaction activity.

Systems, Data & Compliance

- Maintain complete, accurate and timely vacancy, applicant, interview, offer and outcome records across approved College and external systems.
- Use the Government's apprenticeship services, CRM and other relevant systems in accordance with agreed processes and access permissions.
- Undertake initial checks against published programme entry requirements and refer potential eligibility, prior-learning or funding issues to the appropriate specialist team.
- Monitor the status of successful candidates through to confirmed start, escalating delays, withdrawals or unresolved actions.

- Ensure that apprenticeship vacancies and recruitment activity comply with current College procedures, data protection requirements and applicable apprenticeship guidance.
- Obtain and record appropriate consent before sharing candidate information with employers or other parties.
- Maintain secure records and handle personal, sensitive and confidential information appropriately.
- Complete routine data quality checks and correct or escalate missing, inaccurate or inconsistent information.
- Provide accurate recruitment data and reports for operational meetings, performance monitoring and management review.
- Contribute to the development and consistent use of recruitment templates, trackers, communications and operating procedures.

In common with other support:

- All term-time staff are required to return to work on the Monday before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and all staff will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, excluding GCSE exam support.
- Completion of two open evenings, or one Saturday open day, will be required across the year. These hours are provided in lieu of the additional Christmas holiday days granted to staff who have undertaken these open day commitments.

In common with all other Staff:

- To support and deliver the College's value and strategic intent.
- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff.
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.

- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement
The 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.

Criminal Convictions, DBS & Ongoing Disclosure
This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion
The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description
This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification

Education & Qualifications

- GCSEs (or equivalent) in English and Maths
- Basic literacy, numeracy and IT skills

Experience

- Experience of recruitment, candidate sourcing, screening or selection activities.
- Experience of providing high quality customer service and responding to enquiries.
- Experience of working in an administrative role with responsibility for maintaining accurate records and data.

- Experience of using databases, CRM systems or management information systems.
- Experience of working with stakeholders to achieve positive outcomes.
- Experience of organising interviews, assessments, events or appointments.
- Experience of working within education, training, apprenticeships or employability services (desirable).

Knowledge, Skills & Behaviours

- Knowledge of apprenticeship programmes and apprenticeship recruitment processes (desirable).
- Knowledge of ESFA funding and eligibility requirements (desirable).
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to build effective working relationships with employers, candidates and internal stakeholders.
- Strong organisational skills with the ability to prioritise a varied workload and meet deadlines.
- Ability to assess candidate suitability and provide appropriate guidance and support.
- High level of accuracy and attention to detail when maintaining records and managing data.
- Competent in the use of Microsoft Office applications and database systems.
- Ability to work independently and as part of a team.
- Professional, proactive and customer focused approach.
- Flexible approach to working across college campuses and supporting promotional and recruitment events.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting stakeholders from diverse backgrounds through fair, respectful, and unbiased practice.

- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.