**JOB SPECIFICATION**

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| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| Employer Services Advisor | Apprenticeship and Skills |
| **SALARY** | **BENEFITS** |
| £19,337 to £23,317  per annum relating to qualifications and experience | Local Government Pension Scheme  26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Employer Services Manager | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| The information below is intended to provide an outline of the workload of the job and its role. The job description outlines the main duties in general terms only and is not intended to be prescriptive. The post holder will be expected to work in a flexible proactive manner to carry out such duties as are necessary and to communicate effectively with work colleagues.  The Employer Services Team are the main point of contact for apprenticeships and work-based training within Myerscough College, providing intensive advice and guidance to employers and learners on the range of provision available, and how to access it.  This is an exciting opportunity to promote and develop Employer Services to bring in new business and grow the Colleges apprenticeships and other work-based provision. The role will require travel to meetings and events to promote employer services and cross college training to meet the needs of businesses and that of the College by generating increased training/ apprenticeships and employment opportunities through a targeted approach to sales & enquiries.  The post will involve the promotion and coordination of the sales and development of a wide range of provision to employers, stakeholders and partners to achieve agreed targets in order to maximise income generation for the College. This is an exciting time for the team, in a period of significant change and growth with the implementation of apprenticeship reforms and also the apprenticeship levy. | |
| **DUTIES** | |
| Conduct an Organisation / Training Needs Analysis with employers ensuring the quality of information supports business opportunities. | |
| Contact new and existing employers to; gain vacancies, generate training opportunities and apprenticeship starts.  Effective use of the CRM system as first point of contact. | |
| Achieve targeted recruitment and starts across all contract areas. | |
| Compile call lists and undertake cold calling to identify new potential employers, training needs, employment vacancies or commercial business opportunities | |
| Generate employment progression opportunities for foundation learning, traineeships, pre apprenticeship, apprenticeships, short courses and externally funding provision. | |
| Administration and use of the vacancy matching service to include the promotion and development of employer recruitment services to generate vacancies for apprentices and pathway learners. | |
| Ensure employers are aware of the full range of Myerscough College products and services | |
| Liaise with external agencies to support the growth of College provision and achievement of set targets. | |
| Administer customer/ employer/ learner and satisfaction surveys as required. | |
| Actively promote services to employers and support a range of marketing activities under the direction of the Employer Services Manager including employer and learner forums, open mornings, taster days and career events. | |
| Demonstrate and promote high levels of customer service to employers, customers, learners and College visitors. | |
| Maintain appropriate College data recording systems to ensure accurate recording of the employer and learner journey. | |
| Maintain and research LMI (Labour Market Intelligence) to support daily activities. | |
| Produce monthly activity plans aimed to maximise starts across all contracts. | |
| Provide feedback on activities on a weekly basis to the Employer Services Manager. | |
| Produce accurate data and information and reports for the management team as required. | |
| Adhere to deadlines for tasks and information. | |

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| **DUTIES** |
| You will be a role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Effective Customer Service Skills (A)  Experience in IAG, Sales or Marketing (A)  ICT skills and competency (A/I)  A qualification at Level 3 or above – for example a degree, 2 A-levels, NVQ Level 3 or 4 vocational qualifications (A)  GCSE English at Grade C/4 or above (or an equivalent standard) (A) | GCSE Maths at Grade C/4 or above (or an equivalent standard) (A/I)  Experience of using a CRM system (A)  Customer Service qualifications (A)  Safeguarding level 1 or 2 (A)  Sound knowledge of Apprenticeships and apprenticeship funding rules.  A good understanding of the land-based sector. |
| ***General Intelligence*** | |
| Demonstrate a willingness to undertake further training as required (A/I) |  |
| ***Special Aptitudes*** | |
| Experience of working with young people and adults in organisations in sectors such as education, careers services, youth services, learning and training providers, youth justice, voluntary & community work or social work. (A/I)  Personable approach and high levels of customer service (A/I) | Business development / Sales experience. (A/I) |
| ***Interests*** | |
| Awareness and understanding of education, training and government skills agenda initiatives.(A/I) | Empathy with education (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Employer Services Advisor | Apprenticeship and Skills |
| **SALARY** | HOURS OF WORK |
| £19,337 to £23,317 per annum relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday, rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2022)  (based on actual NOT FTE)  Contribution rate %  Up to £15,000 5.5%  £15,001 to £23,600 5.8%  £23,601 to £38,300 6.5%  £38,301 to £48,500 6.8%  £48,501 to £67,900 8.5%  £67,901 to £96,200 9.9%  £96,201 to £113,400 10.5%  £113,401 to £170,100 11.4%  £170,101 or more 12.5%  17.4% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |