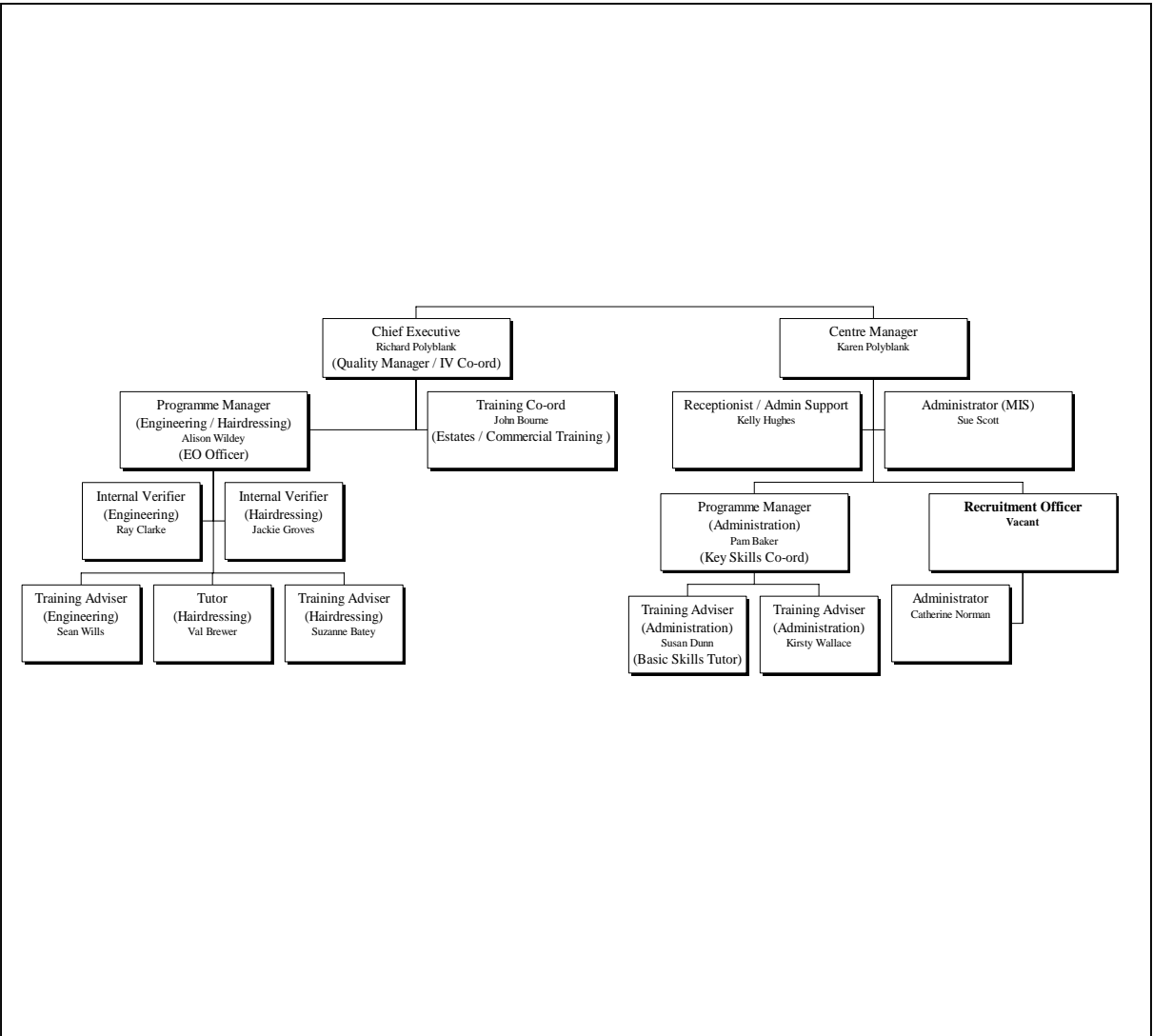




JOB DESCRIPTION

1.	JOB TITLE:	Recruitment Officer
2.	LOCATION:	Carlisle
3.	RESPONSIBLE TO:	Centre Manager

5. DEPARTMENTAL STRUCTURE:



6. THE MAIN PURPOSE OF THE JOB:

Responsible to the Centre Manager for the identification, selection and recruitment of employers and young people participating on government-funded Advanced and Foundation Modern Apprenticeships, NVQs and other development programmes.

7. SPECIFIC DUTIES AND TASKS EXPECTED OF THE POSTHOLDER:

1. Identify and target potential employers and placement providers using direct marketing, telesales and personal contact in order to promote work based learning and secure suitable vacancies.
2. Deliver presentations to individual employers on workbased learning and carry out appropriate vetting for suitability for work based learning provision.
3. Build and maintain an up-to-date Employer / Placement database.
4. Liaise with the local Connexions and secondary schools to promote work based learning to young people.
5. Promote modern apprenticeships and work-based learning to potential learners.
6. Arrange presentations, interviews and any relevant entrance / assessment tests that may be required for potential learners.
7. Interview potential learners and conduct initial assessment tests to assess suitability for work-based learning programmes.
8. Arrange interviews between learners and potential employers / work placement providers
9. Follow up all interviews and progress in accordance with company procedures
10. Record all enquiries concerning placements and respond promptly as necessary.
11. Assist in the design and develop appropriate marketing material to attract suitable employers / learners.
12. Increase employer engagement and participation in work based learning and provide support and encouragement to employers to enable them to fully meet their contractual requirements
13. Maintain all necessary administrative records and systems.
14. Liaise with all staff and external agencies as necessary.
15. Attend meetings, seminars and conferences, exhibitions, careers conventions and other events as necessary.

- 16. Arrange for modern apprenticeship vacancies to be advertised internally and externally as necessary and keep file copies for reference purposes.
- 17. Produces reports as necessary to the relevant manager / team leader as per quality procedures.
- 18. Ensures the security of all buildings, equipment and machinery.
- 19. Ensures the adherence to all Company policies and procedures, including health and safety, equal opportunities, investors in people and the internal quality standards.
- 20. To undertake any other duties as directed by the Centre Manager.

8. EQUAL OPPORTUNITIES

RWP training and development is committed to the principles of equality of opportunity and will apply them to all its relationships with staff, clients and the community, regardless of race, colour, religion, gender, marital status, ethnic or national origin, age, disability or sexual orientation.

- 9. No job description can cover every issue, which may arise within the post at various times. The jobholder is therefore expected to carry out other duties as directed by your Manager or his/her Manager or the Chief Executive from time to time which are broadly consistent with those in this document.

Signed by Postholder

Date

Signed by Line Manager

Date