

PERSON SPECIFICATION

Post	EMPLOYER ENGAGEMENT ADVISOR	DEPT	BUSINESS DEVELOPMENT UNIT
GRADE	SCALE 5	REF NO	47-19

EDUCATION / TRAINING	CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
 Evidence of a commitment to personal and professional development 	E	AF/I
Level 2 qualification or equivalent in maths & English	E	AF/I
RELEVANT EXPERIENCE	E/D	MEASURED BY
Experience of working with a wide range of stakeholders and employers	E	AF/I
 Experience and a proven track record in developing, selling and promoting Apprenticeships and/or Work Experience to business to meet organisational targets. 	D	AF/I
Experience in identifying business needs, proposing, developing and delivering solutions to meet those needs	E	AF/I
Experience in managing customer relationships effectively	D	AF/I
Experience of using a CRM system	E	AF/I
Experience of successfully setting priorities, achieving deadlines and working without close supervision	D	AF/I
 Sales and marketing experience with a proven track record of meeting target 	E	AF/I
 Experience of utilising a range of sales techniques including cold calling and targeting of customers to generate business to business sales 	E	AF/I
Experience of matching Employers with relevant candidates to assist in their recruitment of Apprentices.	D	AF/I
Experience of conducting H&S appraisal of Employers	D	AF/I



RELEVANT KNOWLEDGE/ SKILLS & APTITUDES	E/D	MEASURED BY
Ability to build constructive and productive working relationships	E	AF/I
 Ability to be pro-active in problem-solving and to analyse information 	E	AF/I
Strong written skills to generate a range of written material	E	AF/I
Excellent presentation and communication skills	E	AF/I
Proficient use of ICT	E	AF/I
Outstanding customer service skills	E	AF/I
 Drive and enthusiasm to work flexibly in a changing and challenging environment 	E	AF/I
Prepared to take responsibility for and ownership of tasks	E	AF/I
Ability to work as an effective team member and share collective accountability	E	AF/I
Understanding of commercial activities and needs of businesses	E	AF/I
 Understanding of Apprenticeship Funding as it relates to Employers. Eg the impact of the Apprenticeship Levy 	E	AF/I
 Proactive and a self-starter, able to work with minimum levels of supervision and to meet tight deadlines. 	E	AF/I
 Knowledge of national strategy work experience and Industry Placements within an Educational setting 	E	AF/I
 Awareness of health and safety requirements for learners and Apprentices in the workplace 	D	AF/I



SPECIAL REQUIREMENTS	E/D	MEASURED BY
Must be able to commute effectively between all College sites and to employers.	E	AF/I
The successful post holder would be expected to have a flexible approach to their work including some evening and weekend work.	E	AF/I
The successful applicant will need to have a DBS check to work in the College environment.	E	AF/I
The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality	E	AF/I
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.	E	AF/I
Awareness of health and safety requirements.	E	AF/I
 Commitment to the principles of valuing diversity and equal opportunities. 	E	AF/I
 Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. 	E	AF/I
The post holder would be expected to demonstrate a commitment to developing their knowledge and understanding of Further Education, including funding arrangements, student related processes and the quality framework.	E	AF/I