



## PERSON SPECIFICATION

<b>POST</b>	<b>EMPLOYER ENGAGEMENT MANAGER</b>		<b>DEPT</b>	<b>EMPLOYER ENGAGEMENT</b>
<b>GRADE</b>	<b>MS 300-307</b>		<b>REF No</b>	<b>052-19</b>

<b>EDUCATION / TRAINING</b>		<b>CRITERIA ESSENTIAL (E) DESIRABLE (D)</b>	<b>MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)</b>
Relevant Degree or equivalent		<b>E</b>	<b>AF/I</b>
Evidence of a commitment to personal and professional development		<b>E</b>	<b>AF/I</b>
SFEDI qualification		<b>D</b>	<b>AF/I</b>
Level 2 Maths and English		<b>E</b>	<b>AF/I</b>
<b>RELEVANT EXPERIENCE</b>		<b>E/D</b>	<b>MEASURED BY</b>
Experience of liaising with a wide range of employers of varying sizes		<b>E</b>	<b>AF/I</b>
Experience in and a proven track record in designing and selling training solutions to business, both over the telephone and face to face		<b>E</b>	<b>AF/I</b>
Experience in business diagnostic/training needs analysis		<b>E</b>	<b>AF/I</b>
Experience in customer relationship and effective account management		<b>E</b>	<b>AF/I</b>
Experience of utilising employer feedback to inform curriculum design		<b>E</b>	<b>AF/I</b>
Experience in the development of income generating activity including selling to industry and commerce and in supporting other staff to develop new business opportunities		<b>E</b>	<b>AF/I</b>
Experience of staff management and successful team leadership		<b>E</b>	<b>AF/I</b>
Experience in successfully setting priorities for a team, achieving deadlines and working without close supervision		<b>E</b>	<b>AF/I</b>
Experience in the development and preparation of business plans		<b>E</b>	<b>AF/I</b>
Experience of effectively using and maintaining a CRM system		<b>E</b>	<b>AF/I</b>

RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		E / D	MEASURED BY
Detailed knowledge of Apprenticeship funding		E	AF/I
Detailed knowledge and understanding of how to bid successfully to access local authority Levy funds		D	AF/I
Knowledge of work experience requirements for Study programmes and Industry placements for T Levels		D	AF/I
Ability to build constructive and productive working relationships and encourage increasing involvement in income generating activity		E	AF/I
Ability to be pro-active in problem-solving and to effectively analyse complex information		E	AF/I
Ability to use IT and understand its use as a management and curriculum tool		E	AF/I
Presentation and communication skills		E	AF/I
Drive and enthusiasm to work flexibly in a changing and challenging environment		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
Excellent negotiation and influencing skills		E	AF/I
Ability to monitor and analyse data within a CRM system, accurately record information and action plan		E	AF/I
Proactive and a self starter, able to work with minimum levels of supervision and to meet tight deadlines.		E	AF/I
Responsive and customer focussed		E	AF/I
Knowledge of the national strategy and funding systems for adult education and employer responsive provision including possible implications for income generation.		E	AF/I
Marketing experience		D	AF/I
Working with community groups		D	AF/I
SPECIAL REQUIREMENTS		E / D	MEASURED BY
Must be able to commute effectively between all College sites.		E	AF/I
A high level of customer focus, partnership development & relationship management.		E	AF/I
The successful post holder would be expected to have a flexible approach to their 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