



PERSON SPECIFICATION

POST	EMPLOYER ENGAGEMENT ADVISOR		DEPT	BUSINESS DEVELOPMENT UNIT
GRADE	SCALE 5		REF NO	

EDUCATION / TRAINING	CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
<ul style="list-style-type: none"> Evidence of a commitment to personal and professional development Level 2 qualification or equivalent in maths & English 	E	AF/I
	E	AF/I
RELEVANT EXPERIENCE	E / D	MEASURED BY
<ul style="list-style-type: none"> Experience of working with a wide range of stakeholders and employers Experience and a proven track record in developing, selling and promoting Apprenticeships and/or Work Experience to business to meet organisational targets. Experience in identifying business needs, proposing, developing and delivering solutions to meet those needs Experience in managing customer relationships effectively Experience of using a CRM system Experience of successfully setting priorities, achieving deadlines and working without close supervision Sales and marketing experience with a proven track record of meeting target Experience of utilising a range of sales techniques including cold calling and targeting of customers to generate business to business sales Experience of matching Employers with relevant candidates to assist in their recruitment of Apprentices. Experience of conducting H&S appraisal of Employers 	E	AF/I
	D	AF/I
	E	AF/I
	D	AF/I
	E	AF/I
	E	AF/I
	D	AF/I
	D	AF/I



RELEVANT KNOWLEDGE/ SKILLS & APTITUDES	E / D	MEASURED BY
<ul style="list-style-type: none"> Ability to build constructive and productive working relationships 	E	AF/I
<ul style="list-style-type: none"> Ability to be pro-active in problem-solving and to analyse information 	E	AF/I
<ul style="list-style-type: none"> Strong written skills to generate a range of written material 	E	AF/I
<ul style="list-style-type: none"> Excellent presentation and communication skills 	E	AF/I
<ul style="list-style-type: none"> Proficient use of ICT 	E	AF/I
<ul style="list-style-type: none"> Outstanding customer service skills 	E	AF/I
<ul style="list-style-type: none"> Drive and enthusiasm to work flexibly in a changing and challenging environment 	E	AF/I
<ul style="list-style-type: none"> Prepared to take responsibility for and ownership of tasks 	E	AF/I
<ul style="list-style-type: none"> Ability to work as an effective team member and share collective accountability 	E	AF/I
<ul style="list-style-type: none"> Understanding of commercial activities and needs of businesses 	E	AF/I
<ul style="list-style-type: none"> Understanding of Apprenticeship Funding as it relates to Employers. Eg the impact of the Apprenticeship Levy 	E	AF/I
<ul style="list-style-type: none"> Proactive and a self-starter, able to work with minimum levels of supervision and to meet tight deadlines. 	E	AF/I
<ul style="list-style-type: none"> Knowledge of national strategy work experience and Industry Placements within an Educational setting 	E	AF/I
<ul style="list-style-type: none"> Awareness of health and safety requirements for learners and Apprentices in the workplace 	D	AF/I



SPECIAL REQUIREMENTS	E / D	MEASURED BY
<ul style="list-style-type: none"> • Must be able to commute effectively between all College sites and to employers. 	E	AF/I
<ul style="list-style-type: none"> • The successful post holder would be expected to have a flexible approach to their work including some evening and weekend work. 	E	AF/I
<ul style="list-style-type: none"> • The successful applicant will need to have a DBS check to work in the College environment. 	E	AF/I
<ul style="list-style-type: none"> • The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality 	E	AF/I
<ul style="list-style-type: none"> • Must be willing to undertake appropriate training and development in order to meet the requirements of the college. 	E	AF/I
<ul style="list-style-type: none"> • Awareness of health and safety requirements. 	E	AF/I
<ul style="list-style-type: none"> • Commitment to the principles of valuing diversity and equal opportunities. 	E	AF/I
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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