



PERSON SPECIFICATION

POST	EMPLOYER ENGAGEMENT ADVISOR	DEPT	BUSINESS DEVELOPMENT UNIT
GRADE	SCALE 5	REF NO	52-19

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 	E	AF/I
<ul style="list-style-type: none"> Level 2 qualification or equivalent in maths & English 	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 	E	AF/I
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Experience in identifying business needs, proposing, developing and delivering solutions to meet those needs 	E	AF/I
<ul style="list-style-type: none"> Experience in managing customer relationships effectively 	D	AF/I
<ul style="list-style-type: none"> Experience of using a CRM system 	E	AF/I
<ul style="list-style-type: none"> Experience of successfully setting priorities, achieving deadlines and working without close supervision 	D	AF/I
<ul style="list-style-type: none"> Sales and marketing experience with a proven track record of meeting target 	E	AF/I
<ul style="list-style-type: none"> Experience of utilising a range of sales techniques including cold calling and targeting of customers to generate business to business sales 	E	AF/I
<ul style="list-style-type: none"> Experience of matching Employers with relevant candidates to assist in their recruitment of Apprentices. 	D	AF/I
<ul style="list-style-type: none"> Experience of conducting H&S appraisal of Employers 	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