

 JOB DESCRIPTION

**POST TITLE Employer Engagement Co-ordinator**

**GRADE Scale Point 32**

**RESPONSIBLE TO: Head of Training**

1. **THE COLLEGE**

The sixth form college for South Oxfordshire and the Thames Valley, The Henley College attracts highly ambitious students from over 100 schools across Buckinghamshire, Berkshire and South Oxfordshire, thanks to its reputation, the quality of its courses and excellent transport links.

With over 60 high-achieving A Level and vocational diploma courses on offer, as well as apprenticeships and other opportunities, students are guided towards choosing the route that is right for them, taking into account their individual needs, aspirations and potential. Students are further challenged by the College’s Gifted and Talented Academy and enrichment offering, including the Extended Project and Sports Development Programme. Home to upwards of 1,800 full-time students, results are consistently high and compare favourably with more selective institutions in the area.

 In 2010 Henley became the first college in the UK to be granted a change of status to become a sixth form college. It is also proud to be the only sixth form college in Oxfordshire, Berkshire and Buckinghamshire to be awarded the highest accolade in the post 16 sector, by the Department of Education

**HENLEY COLLEGE TRAINING**

Henley College Training is responsible for the successful delivery of Apprenticeship and work based learning programmes throughout a variety of occupational sectors. The main core of its business is carried out under contract to the Skills Funding Agency.

**OUR VISION**

An outstanding sixth form college for all.

**OUR MISSION**

Supporting our students to achieve their best by providing the highest quality of academic and vocational teaching and learning.  An unrelenting focus on continuous quality improvement.  Promoting high expectations, providing excellent pastoral care, welcoming individuality and developing independence.

# Responsibilities and duties

Henley College Training are looking to employ an innovative and pro-active individual to manage employer and learner engagement for engineering apprentices.

## KEY TASKS

1. Research relevant qualification and programme delivery information.
2. Create materials for marketing campaign.
3. Research and create a database of all relevant engineering organisations and the main contact name.
4. Cold call/email/mailshot relevant organisations.
5. Social media.
6. Continuous following up of all leads.
7. Arrange visits to organisations – explain terms and condition of Apprenticeship, programmes, wages, health and safety, safeguarding etc.
8. Arrange College open day for employers to visit Engineering workshop/talk to tutors.
9. Collate/create employer job descriptions, pass to HCT to upload on NAS.
10. Liaise with HCT recruitment team to target young people and fill employer vacancies.

**GENERAL RESPONSIBILITIES**

* To identify personal and professional staff development needs to meet the College’s Strategic and Operational Plan.
* To ensure continuous professional development (CPD) requirements as specified by the College and that may be identified during College processes, for example Appraisal.
* To participate in the College Appraisal Scheme.
* To be responsible for ensuring that the duties and responsibilities detailed in the College Health and Safety Policy are adhered to and carried out.
* To maintain awareness of the requirements of the College Health and Safety Policy.
* To read and apply the College Safeguarding procedures and to ensure that the duties and responsibilities detailed in the College Safeguarding Policy are adhered to and carried out.
* To read the College Single Equality Scheme and to act in accordance with statutory obligations under the equality duties and in compliance with current Equality and Diversity legislation.
* To ensure adherence to the College Data Protection Policy.
* To work to the College quality standards and systems within the context of the College quality systems.
* To undertake such other duties and responsibilities as are appropriate to this level of post.

# THE PERSON

## Essential skills and characteristics

* An excellent understanding of Apprenticeship programmes.
* A proven track record in engaging both learners and employers in Apprenticeship programmes.
* Understanding of SFA contract requirements.
* Able to work on own initiative.
* Ability to work as part of a team.
* Excellent communication skills.
* Excellent ICT skills.

# TERMS OF EMPLOYMENT

# Tenure of Post: Temporary for 3 months

Salary: up to £31 758 per annum (pro rata for part time posts)

Hours of work: 37 hours per week

**The Henley College is an Equal Opportunities Employer.**

**The Henley College is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment. This position is subject to a satisfactory Enhanced DBS check.**

May 2016