

## Apprenticeship Account Manager – Schools and Business Sectors

Established in 1971, Heart of England Training is a leading apprenticeship provider, rated as 'excellent' by employers and apprentices and working with over 1,000 apprentices in England.

We are looking to attract a talented and enthusiastic **Apprenticeship Account Manager** to engage with our large, national base of current and new employers customers within the Schools & Business sectors. You will ensure that strong employer and apprentice relationships are built and maintained through regular, high-quality communication and that apprenticeship enrolment targets are met.

This role will be based at our Head Office in Rugby and is a full-time working role sharing the area across the team.

**Salary:** £22,500 per annum (OTE £29,250 uncapped)

### Responsibilities

- To meet apprenticeship enrolment targets through a range of relationship and new business marketing activities.
- To work closely with your customers ensuring they are well informed regarding apprenticeships, their apprentices' progress and to promote and advise on further apprenticeships to meet their needs.
- To ensure that the employers we work with are assessed fully before working with them, including reviewing Health and Safety, safeguarding, equality, diversity and inclusion prior apprenticeship enrolment
- To advise all prospective apprentices on content and expected commitment and to assess and agree their eligibility.
- You will complete enrolment paperwork in line with the ESFA guidance, ensuring that the evidence pack is fulfilled for all new apprentices joining programmes with us.
- To work closely with the education team, including supporting them where issues occur.
- To ensure that incentive payments and invoices are raised within the appropriate timeframe
- To work closely with the marketing team to produce campaigns to new and existing business
- To attend careers and business to business events as required
- To meet deadlines for responding to Apprenticeship service and partner referrals and learner applications in a timely and appropriate manner

### Person Specification

You will need to be a confident 'people person' with good relationship building skills, through a mix of regular telephone, Microsoft Teams and email communications with your customers. An eye for detail and great organisational skills are also essential.

Qualifications –

- You will be supported to achieve a level 3 IAG qualification

### Job Benefits

### Hiring organization

Heart of England Training

### Reference:

Reference: AAM-HO-1024

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Please download a copy of the Application form and full Job Specification here to submit your application –

[Application for Employment](#)

[Job Description – Apprenticeship Account Manager](#)

Please send CV and Application Form (download this), make sure this outlines how you meet the person specification of the job description to [careers@hoet.co.uk](mailto:careers@hoet.co.uk)

### Job Location

Eleven Arches House, CV21 1FD, Rugby

- We will offer you full training and support
- Monday to Friday, 9.00am-4:30pm working hours (FT)
- 33 days holiday allowance (FT inc bank holidays) rising to 38 days after 'time served' period (PT holidays Pro Rata)
- Health Care Scheme
- Company Pension Scheme
- Christmas Shutdown
- Annual company events

**Interested in this position?**

Please send Application Form (download this), make sure this outlines how you meet the person specification of the job description and CV to [careers@hoet.co.uk](mailto:careers@hoet.co.uk)

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications