

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

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

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