

## National Employer Partnership Manager for Apprenticeships

### Description

Due to our continued growth, we are looking for a talented and driven sales professional to proactively engage new businesses with our range of apprenticeship programmes.

You will manage a small team of account managers, ensuring that our employer customer relationships are managed to a high standard within company guidelines resulting in the attainment of individual targets and KPIs.

### Internal Applicants Only

### Responsibilities

- To meet apprenticeship recruitment targets
- To grow the number of employers we work in partnership with, in line with targets agreed
- To work closely with the marketing and communications team to plan and execute successful, measured campaigns
- To work closely with the education team to support employer partner engagement in line with policies
- To provide clear and accurate information, advice and guidance to employers and prospective apprentices
- To provide clear and accurate progress reports to directors
- To support and mentor your account management team to ensure their success
- To ensure that working practices and guidance are followed to include CRM requirements and apprenticeship funding guidance
- To provide clear and accurate progress reports to directors
- To ensure that high Safeguarding, health and safety and inclusion standards are met in line with company policies

### Person Specification

- Self-motivated to achieve results
- Excellent communication and relationship building skills
- Excellent knowledge of the apprenticeship marketplace
- An eye for detail and accuracy
- Ability to lead and motivate your team

This role will require a commitment to safeguarding and the post holder will undergo training for health & safety, safeguarding, prevent and EDI (Equality, Diversity and Inclusion) and GDPR.

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### Job Benefits

- We will offer you full training and support
- Monday to Friday, 9.00am–4:30pm working hours (FT)

### Hiring organization

Heart of England Training

### Reference:

Reference: NEP-MGR-0625

**Closing Date: 04 July 2025**

**Interview Date: Week commencing 7th July 2025**

Please download a copy of the Application form here to submit your application –

[Application for Employment](#)

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

- 33 days holiday allowance (FT inc bank holidays) rising to 38 days after 'time served' period (PT holidays Pro Rata)
- Health Care Scheme
- Birthday Day Off (After 3 full holiday years served)
- Holiday Purchase Scheme
- Company Pension Scheme
- Christmas Shutdown
- Annual company events

**Interested in this position?**

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