

## Job Description – Internal Recruitment Advisor

**Contract type:** Permanent

**Location:** Academy-based

**Department:** Marketing and Recruitment

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As an Internal Recruitment Advisor, you are required to enrol learners on to the learning programmes to meet company targets. You will be responsible in assuring that the learning programmes are suitable to the learner based on their capability, career aspirations and prior learning experiences.

You will also ensure that strong school and partner organisation relationships are built and maintained. You must give all learners the standard of recruitment, induction, CIAG and pastoral support in line with quality standards, Ofsted expectations and meeting contractual requirements.

You will provide a high standard of CIAG to motivate learners throughout their application, on programme and progression process to support them in achieving their aspirations. You should achieve all professional targets set on time. It is essential you thoroughly understand equality, diversity and inclusion and safeguarding.

## Responsibilities

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- To promote Heart of England Training’s programmes effectively to schools, learners, parents/guardians and partners, attending careers conventions and promotional events
- To ensure all potential learners are given high quality careers information, advice and guidance prior to, during and in the progression phase of their programme
- To identify opportunities for and organise work experience, voluntary work and industry placements for learners
- To ensure that all potential employers are assessed according to Health and Safety/safeguarding/equality, diversity and inclusion requirements prior to work experience/industry placement/voluntary work taking place
- To organise and liaise with educators and academy managers regularly and conduct monthly traffic light meetings. To ensure the learner progresses on target through their programme and to address any issues/barriers to learning
- To ensure that all company policy and procedures are adhered to throughout the sector
- To complete enrolment paperwork in line with the ESFA guidance, ensuring that pre-enrolment activities have been completed to include, BKSB and the prior attainment level of the learner
- To create and upload relevant items to learner OneFile portfolio accounts
- To maintain the OneFile portfolio notes section documenting relevant information building a timeline of events
- To complete termly reviews with the learners and educators to summarise their progress and development and identify areas of development to be addressed.

- To hold CIAG discussions with learners to identify and support the achievement of their career aspirations
- To work in conjunction with Apprenticeship Account Managers to meet company objectives and targets
- To meet deadlines for responding to learner applications in a timely and appropriate manner
- To complete and maintain student financial support records, liaising with the accounts department
- To uphold the responsibilities of a Designated Safeguarding Lead, within the academy. Liaising with the company Safeguarding leads ensuring appropriate referrals are processed and monitored correctly
- To attend quarterly DSL meetings and any initial, refresher or additional safeguarding training as required

## Person Specification

Candidates without a particular qualification which we have listed as ‘essential’ need not be discouraged from applying if they are willing to undertake appropriate training in-post.

Description	Essential	Desirable
Education setting experience		X
Experience with administrative work activities	X	
Qualifications		
Description	Essential	Desirable
Full Driving licence	X	
5 GCSES or equivalent, must include English and Maths grade C or above	X	
Level 3 IAG qualification (Information, Advice and Guidance)	X	
IOSH	X	
Recruitment related qualification		X
Designated Safeguarding Lead	X	

### You will need to:

- Maintain personal and professional development and CPD to meet awarding body and contract requirements, and the changing demands of the job
- Undertake the duties described in this job description in a manner that promotes equality of opportunity, dignity and due respect for all employees, learners and other contacts and is consistent with the company’s Equal Opportunities policy
- Be aware of and follow the guidelines issued by DCSF under the KCSIE Policy
- Present a professional image of Heart of England Training in all contacts, and to build and maintain strong relationships
- The precise description and nature of your job may be varied from time to time and you may be required to carry out other duties as necessary to meet the needs of the Company

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