



JOB DESCRIPTION

POST TITLE: Schools Engagement & Recruitment Coordinator

Ref: HCFCATCH/67

**HCF CATCH Ltd
CATCH Facility
Redwood Park Estate
Stallingborough
Grimsby
NE Lincolnshire**

REPORTS TO: Apprenticeship Account Manager

1. PURPOSE OF JOB

To lead the CATCH Apprenticeships schools engagement activity designed to attract applicants to the CATCH Apprenticeship programmes. To deliver the CATCH Apprenticeship recruitment process to ensure our employers have the right learners matched to them.

2. MAIN RESPONSIBILITIES

- Lead on schools relationships with a focus on careers leads
- Ensure that CATCH has a number of meaningful engagements with each school in the Humber and West Yorkshire region
- Produce a schools engagement plan that ensures CATCH are present at all major careers events for apprenticeships
- To facilitate schools visits to CATCH
- To plan the CATCH apprenticeship open evenings
- To lead and deliver the CATCH Apprenticeship recruitment process
- Contact apprentice applicants as part of the recruitment process
- Facilitate applicants testing and interview
- Plan and deliver the employer recruitment event
- Provide employers with candidate details and arrange interviews
- Learner enrolment – paperwork, ESFA compliance, evidence management including ID and certificates

3. CONTACTS AND RELATIONSHIPS

INTERNAL CATCH team members mainly Apprenticeship Account Manager and Apprenticeship Delivery Manager, CATCH site tutors/trainees, CATCH Apprentice learners

EXTERNAL Schools, UTCs and educational institutions, careers leads, member companies and their employees, other companies in the process, energy, engineering and renewables sectors.

4. DECISIONS

Discretion – Makes day to day decision in accordance with the main tasks of the role and in accordance with CATCH policies and guidelines.

5. WORK ENVIRONMENT

a) Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors. On a daily basis reports to the Apprenticeship Account Manager.

b) Physical Demands – The work may require moving and handling display stands, boxes of publications and other office equipment from time to time.

c) Working Conditions – The post holder will be office and home based as we have a flexible working model to suit the employees and the business needs. There will be travel to Humber and West Yorkshire schools and careers events

d) Hours of Work – Some 'out of hours' working may be required to meet the needs of the role.

6. KNOWLEDGE & SKILLS

- Commercial style skills to “manage” schools relationships
- Ability to communicate and work with school students and apprentices
- Excellent customer service skills
- 'Can do' attitude to provider customer solutions
- Understanding of education, apprenticeships and relevant qualification systems
- Good organisational skills and ability to manage workload
- Excellent interpersonal, presentation and communication skills, both verbal and written
- Personal drive to succeed, with high levels of initiative, confidence and determination
- Postholder must have a driving licence and ability to travel to schools around the Humber and West Yorkshire region

7. GENERAL

a) Other Duties – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post. Key holders should refer to the employee handbook for guidance on building security and locking up procedures.

b) Equal Opportunities – The post holder must carry out his/her duties with regard to our Equal Opportunities policy.

c) Health and Safety – The post holder must carry out his / her duties with full regard to our Health and Safety Procedures.

d) Training – CATCH policy to provide relevant training and personal development opportunities to support the development of the individual and their role in the organisation.

e) ISO 9001 – to comply with company policies and procedures and ensure that the ISO 9001 policy is adhered to at all times.

Job Description prepared by: J McIntosh

Job Description evaluated by: D Talbot

Received by Postholder: