FIRST RUNG LTD - JOB DESCRIPTION

JOB TITLE: **Recruitment & Marketing Apprentice**

SITE: **Colindale (ability to travel to Ponders End centre, Enfield if needed)**

REPORTS TO: **Recruitment and Marketing Manager**

HOURS OF WORK: **35 hours per week** (some out of hours work may be necessary to carry out the duties of this post)

**Overall purpose of job:**

This is a fantastic opportunity for a young person leaving school or college. We are

looking for a confident “can do” person to join our training centre to recruit

candidates onto our courses. All training will be provided.

* Contacting potential and existing candidates by telephone, text and email
* Maintaining candidate records and updating databases
* Daily recruitment calls and follow up call procedures.
* Searching for candidates, screening for eligibility and booking interviews
* Creating and posting apprenticeship advertisements onto databases
* Use social media to promote First Rung and connect with potential candidates
* Treat details of employers, learners and centre users as confidential information
* Play an active role in all First Rung’s marketing and promotional image including PR materials and attend marketing events
* Assist the Marketing and Recruitment manager with project management of events
* General Administration duties
* To attend ‘off the job’ training once a week at the Colindale Centre.
* All staff employed by First Rung are responsible for safeguarding and promoting the welfare of the young people and vulnerable adults they are responsible for and / or come into contact with, following First Rung’s own safeguarding policy and practices

**PERSON SPECIFICATION**

**Learner** **Recruitment Apprenticeship**

**SKILLS:**

# ESSENTIAL

* Approachable and self motivated
* Ability to communicate at all levels
* Ability to work well under pressure
* Ability to work on own and within a team
* Good IT skills (word processing, spreadsheets, data base management, email)

**DESIRABLE**

* Ability to communicate, enthuse and engage effectively with learners
* Excellent attention to detail
* Proven IT skills
* Video Editing
* Social Media skills

**Motivation:**

**ESSENTIAL**

* To think ‘outside the box’ and motivated
* To be open to change and flexible

Last reviewed: February 2024

Post holder: ……………………………… ( ) Date: ……………

Manager: ……………………… (Beverley Woodhouse) Date: …………....