

Recruitment Resourcer

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Company: Chichester College

Location: Chichester

Category: educational-instruction-and-library

Chichester College have an exciting opportunity for you to join us as a Recruitment Resourcer at our Chichester campus. You will join us on a full time, permanent basis and in return, we will offer a competitive salary of £23,264 - £25,424 Per Annum.

The Recruitment Resourcer role:

Attention Sales professionals - have you ever thought about a Sales role within a Further Education College Group?

Maybe Further Education isn't typically where you'd think about a role in Sales, but we have a large and highly regarded Sales team who promote our fantastic range of courses and apprenticeships. As our Recruitment Resourcer, you will be supporting the Sales team with the recruitment of learners in Apprenticeships across Sussex, Surrey, and Hampshire. You will also help recruit learners to other courses such as T Levels, VRQs, Higher Education or Short Courses. The apprenticeships, courses and qualifications you recruit learners into really can change their life through learning, and help them achieve their academic and professional aspirations.

Key Responsibilities of our Recruitment Resourcer:

Consulting and engaging with employers and potential learners to complete the recruitment

process quickly and efficiently.

Complying with College wide policies and procedures.

Under the direction of the Recruitment Team Leader, agreeing the recruitment schedule required to allow timely facilitation of all enrolments.

Providing a physical point of contact at the appropriate CCG site to take and make calls to prospective learners and employers and deal with enquiries.

As required, undertaking occasional visits to prospective learners and employers in order to complete recruitment documentation, discuss arrangements and where necessary, undertake skills assessment with the learner.

Delivering completed online on-boarding documentation within agreed timescales.

Although the role will be predominantly office based, it may need some very occasional travel across the region to assist learners and employers to complete recruitment documentation.

Maintaining own professional level of expertise and keep up to date with the latest development in the field; undertaking training and development directly relevant to your professional role as necessary.

Our ideal Recruitment Resourcer should have the below skills and experience:

GCSE (or equivalent) in English and Maths at grade C or above

Knowledge of CRM System

Experience communicating and negotiating with stakeholders to reach a mutually acceptable outcome

Experience using a Customer Relationship Management (CRM) platform

The ability to travel between campuses

Closing date for applications: 27th May 2024

The Chichester College Group has seven colleges, Anglia Examinations, First Steps Childcare Group, Chichester English School and 2,600 staff spread across West Sussex and Brighton & Hove. This makes us the largest college group in Sussex, providing high quality learning opportunities for over 25,000 students every year.

We offer generous pension schemes, hybrid working opportunities, college closure days over the Christmas period (which is not deducted from annual leave entitlement) plus the option to purchase up to 10 days additional leave, and discounts at onsite facilities such as gym membership and nursery fees at certain campuses

If you would like to learn more about our Recruitment Resourcer role, then please click 'apply' today!

All posts are subject to an enhanced Disclosure and Barring Service check, which may include a check of the barred lists and any relevant overseas checks.

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