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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Employer Engagement Officer

**Department:** Curriculum Division

**Hours:** 37 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Head of Innovation, Growth & Partnership

**Reports:** N/A

**Salary / Scale:** Professional Staff Spine - Band 8 - £27,370.00 - £29,979.00 per annum

**Date of Issue:** June 2025

**Organisation Chart:**

Vice Principal

Employer Engagement Officer

Head of Employer Partnership & Skills

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1. **Aims and Purpose of the Post**
   1. To act as the primary point of contact for new and existing employers as well as other external stakeholders.
   2. To proactively generate and bring to fruition, new business development opportunities that support our employer partners and achieve strategic growth objectives for the College.
2. **Specific Responsibilities**
   1. Generate income for the College by promoting the College offer to meet and exceed budgeted targets across all income streams.
   2. Proactively contact new employer clients to introduce the College offer through effective cold calling and other marketing activities.
   3. Provide expert and professional account management for existing clients by understanding their requirements and identifying opportunities for promoting additional products.
   4. Use intelligent questioning techniques to quickly understand the client requirement and design solutions that draw on the full range of the portfolio and best meets the needs of each client.
   5. Use expertise in the funding environment to ensure you provide the most cost-effective solution for your clients by drawing on the full range of funding streams available.
   6. Provide expert advice and guidance to employer clients on all products including Apprenticeships, ASF, Distance Learning, Commercial and any other schemes or services that may be in place at the time.
   7. Negotiate effectively with employer clients to ensure that you maximise revenue for the college and place the appropriate value on the quality of the product.
   8. Draft proposals, attend client meetings and presentations and complete bids and tenders as may be required to meet individual and College targets.
   9. Support the marketing department to design and develop collateral to effectively promote the offer to employers.
   10. Ensure that the CRM system is kept up to date with all sales activities so that it reflects the state of individual sales pipeline and employer involvement with the college.
   11. Attend the Industry Skills Board meetings for a given area to align supply and demand across each sector subject area and cost centre.
   12. Use your sales experience to overcome objections and ensure that employers choose Moulton College over and above the other providers in the area.
   13. Support colleagues in the completion of employer surveys to ensure that we can evidence the impact Moulton College are having for our employer clients.
   14. Attend weekly forecast meetings and provide accurate predictions of future business. Ensure that CRM reflects the likely future revenue for your area.
   15. Provide whatever reports or documentation is requested by your line manager to assess performance against targets or any other operational needs of the organisation.
   16. Ensure that all administrative tasks required to finalise a sale are completed in a timely manner and with a high degree of accuracy.
   17. Be tirelessly responsive to employer demand and act as the single point of contact for your clients. Deal with all client queries and complaints professionally and promptly.
   18. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   19. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   20. To manage student conduct in accordance with College policies.
   21. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   22. The active promotion of and commitment to best practice in equity, diversity & inclusion.
   23. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   24. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or school other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan\*

33 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

Employee

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| **POSITIVELY PROMOTING EQUITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Employer Engagement Officer** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Full driving licence and transport | X |  |
| Level 2 English – or willing to work towards | X |  |
| Level 2 Maths – or willing to work towards | X |  |
| Information, Advice and Guidance at Level 3 or willing to work towards | X |  |
| Sales & Marketing qualification |  | X |
| **Experience & knowledge** |  |  |
| Significant experience of working in a business development role | X |  |
| Proven track record of exceeding sales targets | X |  |
| Extensive experience of managing large employer accounts and winning contracts with levy paying employers. | X |  |
| Significant experience of generating new business from cold | X |  |
| Experience of working in the FE sector |  | X |
| **Personal Attributes** |  |  |
| Excellent communication skills, both written and verbal | X |  |
| Understanding of wide range of sales techniques and practices | X |  |
| Intelligent questioning | X |  |
| Objection handling | X |  |
| Closing techniques | X |  |
| Account management and rapport building | X |  |
| Understanding of FE sector and the funding streams within it | X |  |
| Knowledge of CRM systems and how to manage a sales pipeline | X |  |
| Willing to travel and work at other sites as required | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website.