

Role Profile – Apprentice Recruitment Coordinator

Location Bristol, Head Office	Role title Apprentice Recruitment Coordinator/Junior Apprentice Recruitment Coordinator
Department Apprentice Recruitment	Reports to Recruitment Team Leader
<p>Purpose of the role</p> <ul style="list-style-type: none"> • Office based and part of the Apprentice Recruitment team, you will be responsible for matching suitable candidates to apprenticeship vacancies across our key sectors, Hospitality, Retail, Care and Active Leisure • You will build relationships with prospective learners and clients, as well as develop strong relationships with key stakeholders within Lifetime. • Work with key clients to develop a role profile for their vacancy, advertising and screening applications, telephone interviewing and creating a candidate shortlist <p>Role accountabilities</p> <ul style="list-style-type: none"> • Creating Apprenticeship opportunities with Hiring Managers. • Work towards and achieve individual & team KPIs • To attend meetings with key stakeholders where and when necessary • To be able to discuss Apprenticeship courses in detail and effectively manage managers expectations when sourcing new candidates • Identify business/brand recruitment trends and plan activity accordingly • Liaise with Account Managers and Account Executive to ensure growth and quality of provision remains high • Liaise with the marketing team when required • To maintain full and accurate records on CRM to enable good management and tracking of learners <p>Key experience, knowledge and skills</p> <ul style="list-style-type: none"> • Extremely organised individual with the ability to communicate with both Business Managers and young apprenticeship candidates • Approachable and flexible. Excellent communication skills, including teamwork, ICT (e.g. Word, Excel, PowerPoint) and working with external clients and stakeholders. • Able to combine multiple ways of working to achieve success • Experienced at achieving success through self-motivation. • Ability to successfully match a product offering with the need. • Ability to demonstrate and inspire confidence and enthusiasm in others. • A commitment to Lifetime’s vision/SPIRIT values. 	

Would suit someone who has;

(Desirable)

- 1 year plus of recruitment experience
- Understanding and experience of working with 16-24 Apprenticeship programmes and/ or other similar government funded programmes.