

JOB DESCRIPTION

Job Title	Employer Engagement Administrator
Contract	Permanent, Part-time (0.5), through a year
Job location	Elm Park Campus, Stanmore
Department	Business Development
Reports to	Director of Business Development
Salary Range	£27,980 - £30,361 per annum (FTE) £13,990 – £15,180.50 per annum (0.5)

Job Purpose:

The Employer Engagement Administrator will provide effective administrative and operational support to the Business Development team, helping to coordinate employer engagement communications, offsite site delivery and administration support of the Business Development team. The role supports course planning, learner recruitment, enrolment, compliance and funding processes, while acting as a key point of contact for employers, learners and internal teams. The postholder plays a vital role in supporting employer partnerships, learner access and the successful delivery of adult and commercial related skills training.

Duties Specific to the Post:

- To provide administrative support including diaries, letters, emails, document control and resources for the department.
- To coordinate with the MIS team to set up courses to ensure the course dates, times and tutors are well planned.
- To work with the Admissions team to ensure that students enrol onto the correct courses in a timely manner.
- To monitor deadlines and report issues to avoid any delays on meeting the project timeline.
- To assist in Managing meetings for the Employer Engagement team, including interviews for new staff and quality teams including Employer Skills Forums
- To ensure all student registers are marked and chasing tutors and students with reasons why student have not been attending.
- To assist with the recruitment of new learners for ASF, ACL and. off-site and any online courses and to make sure they meet all eligibility criteria for each contract, in line with the needs of the business.
- To support with any online portals for compliance in both delivery and data management, ensuring that applicants are matched to appropriate courses daily.

- To complete funding documents/paperwork and to make sure it meets the standard required.
- To receive and handle enquiries from employers and potential students in an appropriate manner.
- To support in preparing agenda's, associated paperwork and all arrangements for External Verifier/ Employer Engagement meetings and events.
- To assist with promotional events and assisting with marketing of employer facing programmes and activities.
- To liaise with employers, students and teaching staff to ensure all the correct documents are in place to meet the quality standards required by the College and partners.
- To assist in managing the Employer Engagement email mailbox..
- To liaise with Exams department for claim forms and certificates as and when necessary.

General:

- Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
- Ensure all data is handled in line with General Data Protection Regulations.
- Taking responsibility for health and safety, equality & diversity, copyright and data protection within the scope of the post.
- Take appropriate responsibility to provide a secure, safe and friendly learning environment including implementation of the College's Health and Safety Policy.
- Committed to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Further education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the college.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

Closing Date: Wednesday, 8th April 2026

Interview Date: Thursday, 16th April 2026

Working Pattern: 2 full days per week and 1 half day per week, with specific days to be agreed with the successful candidate.

PERSON SPECIFICATION

JOB TITLE: Employer Engagement Administrator

Criteria	Essential/ Desirable	Possible source of evidence
QUALIFICATIONS:		
Minimum of GCSE English and Mathematics grades A – C essential and Maths GCSE at Grades A* - C	E	Application form/ certification
KNOWLEDGE & EXPERIENCE OF:		
Prioritising own workload	E	Supporting statement/ interview
Experience of or ability to work within a customer focused environment	E	Supporting statement/ interview
Knowledge of general Office based IT packages including Excel and Word	E	Supporting statement/ interview
SKILLS & ABILITY TO:		
Good administration and communication skills, both verbal and written	E	Supporting Statement/Interview
Ability to remain calm under pressure and dealing with a wide range of people	E	Supporting Statement/Interview
Organise and prioritise duties and responsibilities	E	Supporting statement/ interview
Methodical approach to working and problem solving	E	Supporting statement/ interview
Work on own initiative	E	Supporting statement/ interview
PERSONAL QUALITIES:		
Experience of or ability to work within a customer focused environment and with a diverse team	E	Supporting statement/ interview
Willingness to work closely with other team members	E	Supporting statement/ interview