

Post Title:	Modern Apprenticeship Recruitment Officer
Post Reference:	
Department:	Enterprise & Partnerships
Responsible to:	MA Contract Manager

Overall Purpose of the Role:
(Summarise the key responsibilities to achieve the overall purpose of the role)

To promote Modern Apprenticeships across Fife College Apprenticeship provision, engage with employers, schools, community organisations and prospective candidates, and support the recruitment, onboarding and enrolment of apprentices. The post holder will work closely with employers and apprentices to ensure contracted start targets are achieved and all funding body onboarding requirements are completed accurately and efficiently.

The role will act as a key link between employers, apprentices and MA Teams, providing a professional, customer-focused service throughout the recruitment journey.

Major Tasks/Job Activities

1. Develop and maintain effective relationships with existing and prospective employers, promoting Modern Apprenticeships and identifying opportunities to support apprenticeship growth and contract start targets.
2. Act as an Apprenticeships Ambassador representing the College at employer, school, community and recruitment events, delivering engaging information, advice and presentations to employers, apprentices and other stakeholders on apprenticeship opportunities and pathways.
3. Coordinate and lead on apprenticeship recruitment activities, supporting employers with vacancy promotion, candidate attraction, recruitment campaigns and applicant enquiries.
4. Manage the onboarding process for Modern Apprentices from initial enquiry through to registration, ensuring all funding, compliance and enrolment requirements are completed accurately and within required timescales.
5. Support the completion of apprenticeship documentation and funding body requirements, including eligibility checks, e-signature processes and maintenance of accurate learner records.
6. Maintain accurate employer and apprentice information using College management information systems, CRM platforms and other digital systems, ensuring data integrity and compliance with

reporting requirements.

7. Utilise a range of digital technologies, including Microsoft 365 applications, learner management systems, CRM software and electronic document management systems to support efficient service delivery.
8. Work collaboratively with MA team and curriculum teams to provide a high-quality employer and apprentice experience.
9. Provide reporting to management and where appropriate external stakeholders on apprenticeship data and associated KPIs, ensuring GDPR requirements are adhered to.
10. Contribute to the continuous improvement of apprenticeship recruitment, onboarding and engagement processes, identifying opportunities to enhance service delivery and customer experience.
11. Ensure compliance with all College policies and procedures, including safeguarding, equality and diversity, health and safety, data protection and funding body requirements.
12. Undertake any other duties commensurate with the grade and responsibilities of the post.

Key Contacts/ Relationships

(Detail the internal and external contacts and relationships)

External contacts include: Existing and prospective employers, Modern Apprentices and applicants, Schools and careers advisers, Employability providers and community organisations, Skills Development Scotland, Awarding bodies and training partners.

Internal contacts include: MA Contract Manager, MA Development Partners, Contract Support Team, Marketing Team, VLAO Managers, VLAOs, Curriculum Managers, Lecturers, Business Engagement Manager and Business Engagement Partners.

Generic Information to all Roles

The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role. The post holder may be required to undertake other duties that are consistent with the overall purpose of role.

It is expected that postholders will understand the policies and procedures within Fife College, particularly where those relate to equality and diversity, health and safety and safeguarding.

Every member of staff is expected to be a role model to others within the College and those they encounter in the course of their duties, upholding the College's values.

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CRITERION	ESSENTIAL	METHOD OF ASSESSMENT	DESIRABLE	METHOD OF ASSESSMENT`
Education and Qualifications	HNC (SCQF Level 7) or above in Business, Marketing, Administration, Employability, Customer Service or a related subject, or relevant experience.	Application form	Qualification in Sales, Marketing, Recruitment or Business Development. Guidance and Information qualification.	

Experience	<p>Knowledge of Modern Apprenticeship funding.</p> <p>Knowledge of Modern Apprenticeship frameworks and programmes.</p> <p>Experience of working in a customer-facing role.</p> <p>Experience of building positive relationships with clients, employers or stakeholders.</p> <p>Experience of administration and maintaining accurate records.</p> <p>Experience of working to challenging targets and deadlines.</p> <p>Experience of organising and prioritising workload effectively.</p>	Application form/Interview	<p>Experience of recruitment, employability or apprenticeship programmes.</p> <p>Experience within further education or training.</p> <p>Experience using CRM or learner management systems.</p> <p>Knowledge of SDS systems.</p> <p>Experience of social media and digital marketing.</p> <p>Understanding of Skills Development Scotland contract requirements.</p>	Application form/interview
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Skills/ Attributes	<p>Excellent communication and interpersonal skills.</p> <p>Strong presentation and engagement skills.</p> <p>Ability to develop relationships with employers and external partners.</p> <p>Excellent organisational skills and attention to detail.</p> <p>Strong IT skills including Microsoft Word, Excel, Outlook and Teams.</p> <p>Ability to use databases, CRM systems and electronic records systems.</p> <p>Experience using e-signature and digital documentation platforms.</p> <p>Ability to work independently and as part of a team.</p> <p>Professional and customer-focused approach.</p> <p>Ability to adapt to changing priorities and work under pressure.</p>	Application form/interview		
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Any Other Relevant Criteria	The role may require frequent travel within Fife region			
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