

External Vacancy
Student Services and Communities
Foundation Apprenticeship – Employer Engagement Coordinator
Greenock Campus
Fixed Term Contract – Temporary for 1 year
Full Time – 35 hours per week
Ref: WCSR0000270
Grade 5, £24,449 - £28,442 per annum

The Foundation Apprenticeship - Employer Engagement Coordinator will be responsible for the identification and engagement of employers across the West Region, with a view to securing ongoing work placements for young people participating in the foundation apprenticeship programme.

The successful candidate will ensure effective coordination and engagement across all College departments and employers throughout the duration of the programme. You will also be accountable for the relationship coordination of these employers and assisting departments with securing commitments to provide work placements. Additionally, you will actively participate in the development of marketing and promotion events/materials aimed at securing employer support for the programme, as well as developing events/materials to recruit students onto the programme.

You will be qualified with a relevant SCQF L8 qualification e.g. HND and have evidence of Continuous Professional Development. The successful candidate will have business development experience i.e. sales administration and have experience of working within a skills development environment. Additionally, you will have strong written and verbal communication skills, with the ability to present complex information clearly and effectively. Effective team working skills, organisational and liaison and networking skills are essential. You should have a Driving licence and access to your own car and be able to travel as required to schools and partners across the local authority areas.

Any offer of employment will be subject to receiving a satisfactory Scheme Record through the Protection of Vulnerable Groups Scheme.

To apply for the post, please visit the web site and apply online. If you need assistance you can contact us by phoning 01475 553024 or emailing recruitment@wcs.ac.uk

[To view vacancies please click here](#)

Closing date: Monday, 19th February 2018



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