

Attributes	Essential	Desirable	Measured By
<p><b>Work Experience</b></p>	<p>Minimum of 2 years' experience of building and maintaining relationships with local, regional and national employers</p> <p>Significant experience of supporting clients into employment</p> <p>Proven track record of setting up employment opportunities and / or placements for learners, clients</p> <p>Experience of supporting clients on work experiences and placements</p> <p>Proven track record of achieving targets.</p> <p>Experience of negotiating with external stakeholders and building up strong relationships.</p> <p>Experience in managing external and internal relationships effectively, especially in dealing with performance issues.</p> <p>Proven experience of building effective partnerships with external and internal parties.</p>	<p>Experience of working within an educational or employer-servicing environment.</p>	<p>Application Form</p> <p style="text-align: center;">↓</p> <p>PPT Presentation of employers engaged in previous jobs / Application Form</p> <p style="text-align: center;">↓</p>
<p><b>Education / Qualifications</b></p>	<p>Degree or equivalent experiential learning</p>	<p>Trained in recruitment and selection procedures.</p>	<p>Application Form</p>

<p><b>Skills/Abilities</b></p>	<p>Excellent verbal and written communication skills.</p> <p>Excellent planning and organisational ability.</p> <p>Must be able to confidently use Microsoft packages e.g. Word, Excel and PowerPoint.</p> <p>Strong negotiation and sales skills, with the ability to work in a target, results driven environment</p> <p>Excellent presentation and communication skills</p> <p>Ability to work under pressure</p> <p>Ability to work independently and prioritise own workload</p> <p>Ability to balance conflicting demands and tight deadlines</p> <p>The ability to network effectively and develop appropriate contacts</p> <p>Ability to engage with others (internally and across organisations) through a range of communications methods</p>	<p>Experience of project team-working.</p> <p>IT related qualification.</p> <p>Experience of event management and/or marketing activities.</p>	<p>Application Form and Interview</p> <p style="text-align: center;">↓</p>
<p><b>Personal Details</b></p>	<p>Professional and mature approach, confident and motivated.</p> <p>Able to work flexibly, occasionally in the evenings</p> <p>Ability to work within a busy team but also able to work on own initiative</p>		<p>Application Form and Interview</p> <p style="text-align: center;">↓</p>



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