



Aspire-igen is committed to helping individuals, organisations and communities succeed through learning and work. We have a strong track record of successfully delivering government funded initiatives and contracts including ESF contracts and Study Programmes. We are a major provider of advice and support services to young people and adults in the Yorkshire and Humber area.

Enrolments Officer
£20,000,00 per annum
37hrs per week
Permanent
Based in Bradford

An opportunity has arisen for an **Enrolment officer**, within our **aspire2work** Team reporting to the **Performance Manager in Bradford**, The main objectives of the role are to:

- Provide administrative support to service the Study Programme provision for 16-19 year olds
- Be responsible for student enrolments
- Submit learner evidence to the data team.
- Complete regular audits on learner evidence for all parts of the learners programme.

You will have experience of working in administration. You will have proficient IT skills (particularly in Excel). Experience of working within a training environment and providing administrative support to funded programmes is desirable. You will have meticulous attention to detail and be able to diagnose and analyse problems, whilst presenting solutions. You will be able to present information in a range of mediums.

You must be able to work to tight deadlines and be able to communicate well with internal and external customers. You will be able to manage your own workload and demonstrate enthusiasm, drive and commitment to Aspire-igen's core values.

If you would like to discuss the role, please contact Ruth Puckett on ruth.puckett@aspire-igen.com .

Application Process

Full job descriptions and a complete list of our current vacancies are available on our website <https://aspire-igen.com/aspire-igen/work-us>.

To apply, please download an application form from <https://aspire-igen.com/aspire-igen/work-us> and email it to Ruth Puckett on ruth.puckett@aspire-igen.com .

Closing date: 4:00pm on Friday 4th January 2019
Interviews will be held w/c 7th January 2019

All positions are subject to the Rehabilitation of Offenders Act (Exemptions Order) 1975 and as such it will be necessary for a submission for an Enhanced Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions, cautions, warnings and reprimands

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.

Aspire-igen is an equal opportunities employer. We wish to encourage the recruitment of staff from under-represented groups to apply for the advertised positions. Aspire-igen will seek to recruit the best

candidate for the job based on merit. The recruitment and selection process will ensure the identification of the person best suited to the job and Aspire-igen.

No Agencies Please

JOB DESCRIPTION

POST TITLE: Enrolments Officer

The following information is furnished to assist staff joining the Company to understand and appreciate the work content of their post and the role they are to play in the organisation. However the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

PRIME OBJECTIVES OF THE POST:

- Be responsible for the enrolment of students.
- To carry out checks on all learner evidence submitting this to the data team in a timely manner.
- To check and submit learners bursary and free meal applications.
- To complete plan and timetable for all learners starting on programmes.
- To check all work placement learner evidence ensuring that relevant pre-vets are in place.
- To work with the Performance Manger to work towards a green compliance and audit grade.
- To provide admin support for the Study Programme provision for 16-19 year olds.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

- No supervisory/managerial responsibilities

SUPERVISION AND GUIDANCE:

- Day to day supervision from Performance Manager

RANGE OF DECISION TAKING:

- Within agreed parameters, bringing complex issues to the attention of the Performance Manager.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

- Consumable items and office equipment
- Access to confidential reports, data and correspondence

RANGE OF DUTIES:

1. Be responsible for the enrolment of students onto our programmes ensuring all evidence is collected and submitted to the data team in a timely manner, and to respond to any queries in a specified time period.
2. Provide admin support for the Study Programme provision for 16-19 year olds.
3. Collate and input learner's attendance onto the attendance register and work with the bursary team to ensure all learners applications are processed successfully.
4. Complete Induction, starter plan and timetable on a weekly basis with information gathered from vocational, English and maths tutors.
5. To ensure learner aims are actioned before the planned end data to improve success rates and support the tutors to identify qualifications that need completing.
6. To work with the Performance Managers to support the work placement delivery by ensure pre-vets and received and insurances are current.
7. To work towards achieving a green grade at audit and compliance visits by addressing area for improvement through file audits.
8. To undertake other duties consistent with the scope of the post and within the competence of the post holder as required.
9. All employees are obligated to manage their effective personal development as part of the Company's commitment to quality, staff training and development – this involves active commitment to and participation in the appraisal process, during which individual employee developmental needs will be highlighted.
10. Each individual must ensure that they meet their statutory responsibilities with regard to Health & Safety, Equality & Diversity in the workplace and other relevant employment legislation and Company rules.

PERSON SPECIFICATION

POST TITLE: Enrolment Officer

Aspire-igen Group is an equal opportunities employer and requires its employees to carry out its policies in terms of equal opportunity for employment and access to the Company's services. Job share applicants are welcome to apply for all full-time posts unless otherwise stated in the advertisement.

The following is a summary of the criteria we will use to shortlist and select applicants indicating where they are essential or desirable and how they will be identified:

Experience

<i>Essential:</i>	Experience of working in administration	Application / Interview
	IT proficient, including competent use of Microsoft Office packages, including Access & Excel	Application / Interview
<i>Desirable:</i>	Experience of working with disadvantaged students	Application / Interview
	Experience of working within a Training environment	

Training

<i>Essential:</i>	Willingness to undergo training as required	Interview
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Special Knowledge

<i>Essential:</i>	IT Literacy, specifically Microsoft Excel	Application / Interview
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Practical and intellectual Skills

<i>Essential:</i>	Critical eye for detail	Interview
	Able to diagnose and analyse problems and present solutions	Interview
	Able to provide, present and share information in different mediums	Interview
	Practical IT skills including internet, spread sheets, word processing, email	Application / Interview

Disposition and Attitude

<i>Essential:</i>	Able to organise own work effectively	Interview
	To work to and meet deadlines	Interview
	Proactive with a 'can do' attitude	Interview
	Adaptable	Interview
	Good verbal communication skills, both face-to-face and on the telephone	Interview
	Ability to write clearly and accurately	Interview
	Good numeracy skills	Interview
	Value differences in others and the power of a diverse team	Interview
	Welcome constructive challenges and new ideas from others	Interview

Personal Circumstances

<i>Essential</i>	Must be prepared to work flexibly to suit the needs of the business	Interview
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Equal Opportunities & Diversity

<i>Essential</i>	An acceptance and commitment to the principles of the Company's Equal Opportunities policies and practices	Interview
	An understanding and acceptance of the importance of diversity in the workplace	Interview
	Satisfactory Enhanced DBS disclosure	DBS Disclosure