



Recruitment Coordinator (Digital, Data, IT & FS) – Fixed Term Contract

Location: Home-based
Grade: Grade 3
Reports to: Recruitment Team Leader
Direct reports: N/a
Key stakeholders: Client Solutions

Who we are & what we stand for

We are a leading provider of apprenticeships, of accountancy / tax / finance & banking courses, and of professional assessments. At Kaplan, we're all working together to make this organisation diverse, innovative and efficient. And to become highly respected for supporting learners to build or assess their professional competence through apprenticeships and qualifications.

We are part of the Kaplan group, one of the world's largest and most diverse education and assessment providers. We operate in over 30 countries and maintain relationships and partnerships with more than 1,000 school districts, colleges and universities, professional bodies and over 10,000 businesses. Our vast breadth and scope in terms of both capabilities and assets sets us apart.

We believe diversity, equity and inclusion - of culture, experiences, perspectives - are paramount to creating success and opportunity in an ever-changing world. As an educator, partner and employer, we are committed to promoting an equitable world in which diverse talent can develop, advance and thrive. We therefore welcome applications from a diverse range of backgrounds and experiences

We are a committed member of the government's Disability Confident scheme which recognises the talents disabled people can bring to the workplace. If you require any adjustments, or additional support within the recruitment process, please contact us directly and we'll do our best to help.

To view our candidate privacy notice [click here](#).

How you'll help us succeed

To liaise with prospective candidates and clients to fill Kaplan apprenticeship vacancies in a timely manner.

Candidate Engagement

- Upload vacancy advertisements to relevant jobs boards
- Filter candidate applications and make contact with suitable candidates
- Proactively source potential candidates using the Get My First Job system and candidate pool
- Arrange initial screening of candidates via Skype/Hangout/Phone
- Select suitable candidates for vacancies and send to client, along with short candidate write up and CV
- Provide feedback to candidates on their performance
- Build and maintain relationships with candidates, providing regular updates on their progress
- Book interviews with candidates to meet clients' needs
- Arrange interview preparation sessions with candidates
- Provide feedback to candidates based on their interview performance
- Confirm start date with successful candidate and arrange for enrolment form to be completed on candidate's first day
- Be knowledgeable about all Data, Digital, IT and Financial Services courses and apprenticeship standards
- Undertake research to attract candidates in certain areas of the UK in regards to Data, Digital and IT
- Establish advertising platforms for Data, Digital and IT apprenticeships
- Identify strong candidates and liaise with the relevant Apprenticeship Advisor or Talent Coach so they can focus on employers in a specific location or sector
- Attend national careers fairs sponsored by Kaplan
- Attend team meetings to discuss progress with the rest of the team. This could be virtually and take place at any Kaplan centre across the UK
- Keep the applicant tracking system up to date at all times
- Support with workload of other team members when required

Client Engagement

- When a vacancy is allocated, contact the client as a way of introduction and to confirm the vacancy has been advertised
- Confirm timescales for recruitment, discuss CV and candidate feedback and arrange interviews
- Effectively manage client expectations dependent on variants such as time of year, vacancy location and nature of vacancy
- Confirm candidate start date and chase enrolment form on first day Keep clients updated throughout the process

Typical Day Process

- Advertising all new vacancies received from the relevant business teams
- Interviewing candidates who have applied for vacancies and those proactively sourced
- Prepare candidates for interview
- Liaise with client regarding CVs, chase feedback, arrange interviews
- Recommending candidates to the Business Advisors for vacancies or to promote to prospective employers

Key Performance Indicators (KPIs)

- Number of vacancies filled Time taken to fill Vacancies
- Number of vacancies filled with proactively sourced candidates
- Time taken to advertise vacancies
- Time taken to source CVs
- Time taken to provide feedback

You'll also carry out other duties, within the broad scope and spirit of your role, as requested by your manager. Our business continuously evolves, so your role will too.

Safeguarding children and young people

Kaplan is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

This role involves working with learners who are under 18 years old and is exempt from the Rehabilitation of Offenders Act 1974. Recruitment checks are undertaken in accordance with our background checking policy. Successful applicants will be required

to undertake an Enhanced Disclosure (including children's barred list) via the Disclosure and Barring Service (DBS) and/or satisfactory Disclosure Scotland check to confirm your suitability to work with children and young people. Our Suitability of Ex-offenders Policy is available on the careers page of our website www.kaplan.co.uk.

Please be aware that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

What you might be doing now

Your current role, or recent roles, may be:

- Kaplan Student Experience Officer, Kaplan Student Services
- Recruitment Resourcer, Recruitment Administrator

What you'll bring

This position will suit an individual who enjoys providing support, information and guidance to candidates, as well as being target driven and able to work to set KPI's.

- Sound understanding of Apprenticeships
- Experience of recruitment – dealing with candidates disable
- Experience of coaching young people disable
- Relationship management experience
- Excellent communication skills essential - ability to adopt different communication style dependent on individual/situation
- Possesses confident, friendly and professional manner
- Excellent organisation and time management - able to manage a heavy caseload of vacancies
- Interacts effectively within team – willing to offer support and guidance
- Demonstrates commitment to achieving objectives within tight deadlines
- Applies knowledge of the marketplace to your responsibilities
- Ability to prioritise tasks and adapt to changes
- Able to identify candidates' needs
- Able to identify clients' needs
- Able to travel for meetings/careers events
- Able to work occasional overtime including weekends and evenings



What you can expect

A competitive salary & clear pay structures, progression paths, and a comprehensive benefits package. You'll be joining a great place to work where everyone can succeed.

How you can build your career at Kaplan

From this role, your potential paths for career progression at Kaplan include:

- Account Manager
- Business Development Manager