

Job Description – Learning Engagement Officer

Located in	Reporting to	Hours	Job Family & Area
North Staffordshire and Stoke-on-Trent	Head of Business Development: Adult Skills	37.5 Hours per week	Skills

Salary: £24,000 to £27,000 (£28,000 - £30,000 OTE)

Job Purpose

Since inception in 2008, Acorn Training has become a highly successful, skills, justice, employment and health provider with strong corporate values and inclusive ethos – winner of The World Skills UK Social Inclusion and Diversity Network of the Year award.

You will join us at our most exciting time, with strong plans to double the size of the business each year over the next five years, spearheading opportunities to get The United Kingdom back to work and improving the skills of the workforce; enabling strong and sustainable future careers for all.

Due to contract growth and expansion, we are looking for passionate, enthusiastic, and ambitious individuals that want to progress their career in training and assessment to the next level.

Key Responsibilities

As a Learner Engagement Officer, you will be responsible for the active promotion and increase in learner referrals and enrolments for Multiply programmes in Stoke and Staffordshire. You will be responsible for establishing strong partnerships with external stakeholders, ensuring compliance, and providing management information on referral generation.

The role involves building and maintaining relationships with stakeholders and networks, actively promoting programmes through sessions, and engaging with potential learners, employers, and community groups. You will manage learner referral details, collaborate with tutors, and promptly respond to enquiries. Representing Acorn Training at education and careers events, schools, and employability events, you will actively promote our Multiply services.

You will be an integral part of our team, driving learner referrals and making a significant impact on the success of Multiply programmes in Stoke and Staffordshire.

Key Performance Indicators

- Number of Starts accrued from external Stakeholders
- Monitoring relationships with external Stakeholders & obtaining feedback
- Creation of SWAPs with local employers in line with LEP & Local Labour Market trends
- Creating new stakeholder relationships with organisations
- Maintaining internal stakeholder relationships to organise courses in line with internal stakeholder priorities
- Monitoring learner and employer feedback
- Creating relationships with local employers to meet their needs

- Working with learners to develop Pathways with the Acorn Curriculum offer
- Engaging with learners and recruiting learners onto programmes occurring both in centres face to face and online
- Creating Engagement Opportunities through events for new and existing stakeholders alike

Health and Safety

- You will ensure you follow all Acorn Training health and safety guidelines and fire regulations set out in the policies, follow safe working practices and complete any mandatory training.

General

- Be aware of and follow all Acorn Training policies
- Have regular 121's throughout the year to monitor performance, objectives and progress and support your personal development and wellbeing
- Take part in any required training needed to fulfil your role.

Person Specification

Criteria	Essential	Desirable
Qualifications and specific training	<ul style="list-style-type: none"> • Level 2 IAG or Equivalent • GSCE A-C 	
Experience	<ul style="list-style-type: none"> • Knowledge of the sector 	
Knowledge	<ul style="list-style-type: none"> • Understanding and commitment to safeguarding 	
Skills	<ul style="list-style-type: none"> • Full Driving Licence 	

Last Reviewed: