



## SKILLS DEVELOPMENT BROKER

<b>Location:</b>	Penzance
<b>Salary:</b>	£22,000 - £25,000 per annum
<b>Job type:</b>	Full-time (subject to satisfactory completion of 6-month probation period)
<b>Reporting to:</b>	Managing Director
<b>Closing date for applications:</b>	noon, 1 August 2018. Please complete and return your application by email to <a href="mailto:recruitment@digitalpeninsula.com">recruitment@digitalpeninsula.com</a> . Curriculum Vitae will not be accepted, application forms only.

An exciting opportunity has arisen for a Skills Development Broker to join the team at Digital Peninsula Network Ltd, Penzance. Digital Peninsula Network (DPN) is a technology-driven, dynamic organisation which offers a range of services including training provision, networking events and marketing support. DPN represents the views of businesses in the ICT/Digital sector based in Cornwall and helps to attract funding and further support for businesses. DPN is looking for a sales driven individual with a background in Further Education to assist with the delivery of European Social Fund and Skills Funding Agency projects and ensure all targets are achieved.

### Job Purpose

As a Skills Development Broker, you will be responsible for promoting and engaging both businesses and individuals in training through Cornwall.

The role is key in co-ordinating and supporting the links between DPN and businesses across Cornwall. You will work with DPN's existing database and engage new businesses to ensure that all project targets are met.

### Key Responsibilities

- You will engage businesses and individuals in European Social Fund and Skills Funding Agency funded training and apprenticeships to fulfil the requirements of the contracts held by DPN.
- You will develop marketing strategies for engaging new businesses, as required, in line with DPN's strategic aims and objectives.
- You will implement and deliver a sales strategy that meets the needs of Digital Peninsula Network Ltd.
- You will ensure outstanding customer service is delivered through initial and ongoing engagement with employers and individuals and develop and maintain excellent client relationships.
- You will develop and maintain professional working relationships with staff to ensure that the training provided is of a high standard and meets the needs of the businesses.
- You will monitor the progress of learners enrolled on training courses and ensure that course retention, achievement and success rates exceed the required level set by the SFA and DPN.

- You will submit progress reports to the Managing Director, ensuring that the data is accurate, as and when requested.
- You will work flexibly and fulfil the above tasks, in addition to any other tasks required by DPN efficiently and with a high level of accuracy to maintain the highest professional standards and practices.

### Person Specification

<b>Attributes</b>	<b>Essential requirements</b>	<b>Desirable requirements</b>
<b>Education and Qualifications</b>	A good Standard of General Education  GCSE in Mathematics and English A-C or Equivalent	Degree or Equivalent qualification
<b>Experience and Knowledge</b>	Proven experience of providing first class customer service  Experience of complying with policies, procedures and timescales	Experience in a recruitment, sales or business development role  Knowledge and experience of working in a Further Education Environment  Knowledge and experience of funded training models, in particular ESF and SFA  Knowledge of Apprenticeships
<b>Skills and Personal Qualities</b>	Proven working knowledge of Microsoft Office including Outlook, Excel and Word  Excellent interpersonal skills and ability to communicate effectively and confidently both verbally and in writing  An ability to establish, develop and maintain excellent working relationships with a wide range of clients  Proven drive, energy and ability to deliver challenging targets  Ability to work independently and unsupervised as well as part of a team  Ability to work under pressure maintaining accuracy, professionalism and attention to detail at all times	A full UK driving license and the use of a vehicle would be an advantage but is not essential  Proven sales and business development skills

## **Career Progression**

This position would be ideally suited to somebody who is committed to a career in Further Education and opens up a wide range of options for career and development both within and beyond DPN.

## **Terms and Conditions of the Appointment**

Hours of Work: Full-time, 37.5 hours per week.

Holiday Entitlement: 28 days per annum.

Pension: DPN offers all eligible employees to join the NEST workplace pension scheme.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

Qualifications: The successful candidate will be required to produce evidence of their qualifications upon joining DPN.

The successful applicant will be required to produce their passport or full birth certificate and any other 'Right to Work' information prior to starting work at DPN.

DPN is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

DPN is committed to ensuring a culture of valuing diversity and ensuring equality of opportunity.