



SKILLS BROKER

Location:	Penzance
Salary:	£28,000-£33,000 per annum
Job type:	Full-time (subject to satisfactory completion of 6-month probation period)
Reporting to:	Managing Director
Closing date	
for applications:	noon, Friday 28 th August. Please complete and return your application by email to recruitment@digitalpeninsula.com . Curriculum Vitae will not be accepted, application forms only.

Digital Peninsula Network (DPN) has substantial government and EU funded contracts to provide training and businesses support services throughout Cornwall and the South West. As a result, DPN is expanding its team of dynamic and skilled staff.

An exciting opportunity has arisen for a Skills Broker to join the team. We are looking for a sales driven individual with a background in Further Education to assist with the delivery of European Social Fund and Education and Skills Funding Agency projects.

If you are interested in digital technologies, have strong sales experience with a track record of hitting targets/closing deals and are looking for a new challenge, with the added flexibility of remote working, we are the company for you!

Job Purpose

As a Skills Broker, you will be responsible for promoting and engaging both businesses and individuals in training throughout the South West.

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

Key Responsibilities

1. You will engage businesses and individuals in European Social Fund and Education and Skills Funding Agency funded training and apprenticeships to fulfil the requirements of the contracts held by DPN (including the organisation of training provision, business networking events, seminars and focus groups).
2. You will implement and deliver a sales strategy that meets the needs of Digital Peninsula Network Ltd.
3. You will ensure outstanding customer service is delivered through initial and ongoing engagement with employers and individuals and develop and maintain excellent client relationships.

4. 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.
5. You will work within the team to keep the projects on target and according to the agreed schedule.
6. 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 ESFA and DPN.
7. You will submit progress reports to your line manager, ensuring that the data is accurate, as and when requested.
8. You will monitor the eligibility of project participants, checking eligibility with the Admin Team/Project Manager/Managing Director where necessary.
9. You will ensure that quality assurance processes are in place for the project and that comprehensive records are maintained.
10. You will participate in Project Team performance reviews.
11. 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

Attributes	Essential requirements	Desirable requirements
Education and Qualifications	A good Standard of General Education GCSE in Mathematics and English A-C or Equivalent	Degree or Equivalent qualification
Experience and Knowledge	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 ESFA Knowledge of Apprenticeships
Skills and Personal Qualities	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

COVID-19: DPN considers the safety of its staff and learners to be of paramount importance. All employees are currently working remotely and will continue to do so until such time that the management decides that it is safe and appropriate to return to the office.

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.