



RECRUITMENT CONSULTANT LEVEL 3

Recruitment consultants, primarily working in the recruitment sector, secure job opportunities within client organisations by attracting and placing candidates for a fee. They may specialise in flexible workers, permanent placements, or both.

This career appeals to entrepreneurial individuals, offering rewarding prospects and opportunities for personal and professional growth, including advancement to leadership and managerial roles within the sector.

WHY CHOOSE INSPIRE ATA?

We work with high-quality training providers to deliver a wide range of training programmes through a blended learning approach that is tailored to each learner’s needs. Inspire ATA recruits and employs each apprentice on behalf of the “host” client, enabling us to offer additional support and a better experience for both apprentice and client. We can also offer flexi-job apprenticeships which means we are able to offer short term contracts and other non-standard employment models.

TOTAL DURATION: 15 MONTHS
PRACTICAL PERIOD: 18 MONTHS
EPA PERIOD: 3 MONTHS
EPA ORGANISATION: ACTIVE IQ
ASSESSMENT METHOD:
 PROJECT ASSIGNMENT, PROFESSIONAL DISCUSSION

DUTIES:

- Identifying, qualifying and securing client recruitment opportunities in line with corporate and personal goals.
- Identifying, assessing and placing suitable candidates to meet client requirements in order to achieve revenue in line with corporate and personal goals.
- Developing and manage client or candidate relationships to ensure high levels of customer satisfaction and quality standards.
- Meeting all procedures and carrying out relevant processes to ensure industry codes of ethics and relevant legislation are adhered to.

RECRUITMENT CONSULTANT LEVEL 3

KNOWLEDGE

- How to establish, negotiate and agree terms and conditions of business with clients
- All necessary processes, payment and aftercare services in line with company policies
- The different recruitment models (eg. Temporary, Permanent, Contract Recruitment, Executive Search etc)
- Agreed job-related Key Performance Indicators (KPIs, e.g. vacancies taken, calls made, interviews etc) and how they will be assessed and measured during the apprenticeship
- How to ensure candidates and clients receive a professional and comprehensive recruitment service
- How to develop successful sales techniques for recruitment
- The principles of assessing people for example, this may include assessing legacy skills against the need for a green economy
- Candidate pay, client charge rates and contractual conditions within their sector in order to consult with and advise candidates and clients
- The legal, regulatory and ethical requirements and appropriate codes of practice when recruiting

SKILLS

- Identify, progress and convert sales leads into new clients, candidates and placements as required. This may include activity within the green economy and organisations or sectors transitioning to a net carbon zero model
- Proactively and consistently strive to identify and obtain new business opportunities
- Source suitable vacancies in line with company policies and sales procedures. This may include the labour market within the green economy and organisations or sectors transitioning to a net carbon zero model
- Manage and profitably develop client relationships
- Identify and attract candidates using all appropriate methods to fill jobs for example, this may include identifying candidates who have transferrable skills from the high carbon legacy economy to a role within the net zero carbon economy.
- Monitor responses/applications received and make sure that candidate applications are processed efficiently.

BEHAVIOURS

- Self-motivation
- Courage and ability to effectively challenge poor practice
- Enterprise and entrepreneurship
- Tenacity and resilience
- Ambition, drive, and determination

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