

**VACANCY NOTICE**  
**Learner Recruiter**  
**37.5 hours per week - Permanent position**  
**Offering a competitive salary**

This is an excellent opportunity within The TTE Technical Training Group. TTE is a successful local and international training company based in Middlesbrough, UK with a number of operational projects overseas. TTE is one of the UK's leading providers of technical training and consultancy services to the industries it serves and has an exceptional reputation on the international scene.

The HR department is looking to recruit a Learner Recruiter to support the activities of the Learner Recruitment function of TTE on a full time permanent basis. The contract is due to commence as soon as possible.

Reporting directly to the HR and Welfare Manager

**Principal Responsibilities**

- Be responsible for proactively managing learner recruitment for Franchise/Learner responsive funded programmes
- Be responsible for proactively managing learner recruitment for ALA programmes
- Organise all learner assessment centres and associated communication
- Arrange and attend promotional events to attract new learners and to raise the profile of the organisation as required
- Organise Sponsor selection & interview sessions for all ALA places (Day 1 and through conversions) and all associated communication
- Build strong relationships with Sponsors and provide excellent communications and customer service
- Building effective relationships with local schools and other relevant community based venues to attract new learners
- Attend Careers and schools events and provide information advice and guidance to potential learners
- Assist with marketing for learner recruitment activities
- Assist with planning and organising of open evenings and parent events including all communications and bookings
- Track applicants from first point of contact through to programme starts using TTEs database and other IT systems Build strategic relationships with Contract Managers, Centre Coordinators and tutors to ensure a seamless transition of new learners onto programme
- Liaise with other key members of the business

This position will be based on Teesside.

TTE is a progressive employer committed to achieving the very highest standard of Health & Safety, Quality and Service to our customers.

A Job Description and application form is available upon request from the HR Team. Please note CVs will not be accepted as a form of application.

**The last day for applications will be: Monday 18<sup>th</sup> June 2018**

Any offer of employment will be subject to pre-employment checks, including the receipt of a satisfactory DBS Enhanced Disclosure, production of satisfactory references and proof of relevant qualifications, proof of right to work in the UK as part of our commitment to Safer Recruitment.

If you think you have the necessary skills please complete our application form available from the HR Team - email [HR@tte.co.uk](mailto:HR@tte.co.uk)

The HR Department  
The TTE Technical Training Group  
Edison House  
Middlesbrough Road East  
South Bank  
Middlesbrough  
TS6 6TZ

**TTE IS AN EQUAL OPPORTUNITIES EMPLOYER & COMMITTED TO SAFEGUARDING**