

Reports to:	Recruitment, Assessment & Marketing Manager
Hours:	22.5 hours per week (38 weeks per year)
Type:	Permanent
Salary:	£8050.15
Closing date applications	17 th July 2020

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Landmarks is an independent specialist day college for young people with learning disabilities and difficulties. The college offers a wide range of programmes that are tailored to each individual's needs.

Landmarks operates from several sites across; Nottinghamshire, Derbyshire and South Yorkshire, with our main site located in Eckington, S21 4EF.

Landmarks has several satellite provisions in Rotherham, Nottingham city Centre and a "real-life" hospitality and catering facilitate in Rainworth, Mansfield. These environments enable us to provide a range of personal and vocational training opportunities including:

- Agriculture
- Animal Studies
- Arboriculture
- Art
- Business Administration
- Conservation
- Duke of Edinburgh
- Equine Studies
- Floristry
- Horticulture
- Hospitality & Catering
- Independent Travel Training
- Independent Living Skills
- Labouring (CSCS)
- Retail
- Supported Internships
- Wildlife Management
- Work Experience

Our staff are required to work on a range of different sites, including; college campuses, employer's premises or communities local to your learners home - therefore willingness to travel is essential. There may be a requirement to transport learners in your own car, insurance implications are reimbursed. Mileage and expenses are provided for travel during the working day.

Main Responsibilities:

Your responsibilities will include, but are not restricted to:

- To complete administration tasks in relation to Learner Recruitment & Marketing activities;
- Generate and maintain learner records on Databridge;
- Prepare information packs and letters for parents/carers of learners;
- Provide support with social media activities;
- Provide support for recruitment and marketing events;
- Promote Equality & Diversity;
- Attend training and meetings as required;
- Carry out the duties and requirements of the post in compliance with Landmarks Equal Opportunities, Health & Safety, Child and Vulnerable Adult Protection and other policies and procedures.

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

Person Specification

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below:

	Essential	Desirable
Qualifications	Level 2 Literacy and Numeracy.	Access to a car and a full UK driving licence.
Experience	Experience of working in a busy office environment; Effective problem-solving skills.	Experience of maintaining effective, robust management systems.
Skills	The ability to communicate at all levels (written and verbal); Excellent organisational skills and the ability to solve problems and use initiative; Ability to prepare clear, accurate and concise work; Ability to prioritise work effectively in order to meet changing demands;	

	<p>Be self - motivated, proactive and able to use own initiative whilst working as part of a busy team;</p> <p>Have a flexible approach to work and ability to adapt to change;</p> <p>Possess a professional, confidential and supportive approach.</p>	
Knowledge	Computer literate with excellent working knowledge of Microsoft Office (including Word, Excel and Databases).	

In return we will offer:

- Westfield Health Scheme following a successful probation.
- Life cover following a successful probation.
- Standard life pension.
- 30 days holiday (pro rata – 52 week employees).

Landmarks is committed to safeguarding and promoting the welfare of our learners. All offers of employment will be subject to enhanced DBS checks, which it deems satisfactory (you will be viable for the cost of a DBS if you leave within your probationary period).

To find out what makes Landmarks a remarkable place to work, visit our website www.landmarks.ac.uk, and follow Landmarks Specialist College on Facebook for more information.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks please contact a member of HR – 01246 433788.