

**LINCOLN COLLEGE
CORPORATE SUPPORT SOLUTIONS LTD.**

JOB DESCRIPTION

Post Title: Full Cost Co-ordinator

Grade: CSS Scale 6/7

Post Number: CS0326P

Date: June 2019

Line Manager: Training and Skills Lead – Commercial & Community

Directorate: EP

Daily Supervision: Training and Skills Lead

Unit/School: EP - Commercial & Community

Job Purpose:

To engage with and support learners into appropriate full cost vacancies and programmes.

To co-ordinate internal schools/curriculum areas and delivery staff to enable successful delivery of programmes.

To engage with employers from a wide range of sector areas to identify relevant training opportunities.

To liaise closely with the Digital Engagement Team and Employer Engagement Team to ensure stakeholders are fully prepared prior to the training taking place.

Principal Duties and Responsibilities:

1. To update and manage a Full Cost Curriculum offer.
2. To co-ordinate with relevant internal schools where required to ensure delivery of full cost courses and programmes.
3. To assist in the processing of applications and liaise with the Learner Engagement team to provide information, advice and guidance to learners
4. Ability to manage own time to meet deadlines and targets as directed by the Head of Commercial & Community.
5. To ensure all learners and employers have access to the appropriate systems, college events and college activities.
6. To respond promptly to employers requests and maintain excellent working relationships (in line with service level agreements), offering advice of further full cost provision.
7. Effectively operate the college CRM system, updating regularly and reporting to management.
8. To regularly evaluate the progress and achievement made by the learners against the planned programme activities.
9. To identify business development opportunities within the local employment community and work with colleagues to co-ordinate the supply of college resources in order to support such opportunities.

10. To provide an administrative presence within Business Development/Conversion team where/when required according to the organisational needs.
11. Identify and pursue leads, liaising closely with the employer engagement/sales team and handing over employers where required.
12. To canvass employers for other types of business and/or services including adult education funded programmes and commercial training.
13. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
14. To maintain professional standards and expertise by undertaking relevant professional development.
15. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.
16. To maintain quality standards, appropriate to the post.
17. To conform with the Health and Safety requirements relevant to the post.

NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by a supervising manager. The responsibility level of any duties should not exceed those outlined above.

