

Role:	Head of Student Recruitment, Corndel Institute
Working Hours:	Full-time
Salary:	£45k-£55k + bonus
Package:	Pension, Unlimited leave, Flexible working
Location:	London/South East (home working)
Reporting to:	Director of Operations, Corndel Institute

Corndel are one of the country's leading providers of professional education. Specialising in Leadership and Data training for established employees, we have led a transformation in the work-based learning sector and supported thousands of senior and technical professionals to achieve their full potential.

The next phase of our development will see us recruit young people to our first degree-level programmes with some of the UK's best employers. Our new Head of Student Recruitment will lead one of the most critical functions in the institute; the attraction, selection and onboarding of students.

We are looking for a proven performer, with a deep understanding of the challenges faced by prospective students, particularly those from diverse communities and disadvantaged groups. You will build a network of relationships with schools, youth organisations and community groups in London and the South-East and take our exciting message directly to prospective students, their teachers and care givers. Leading the end to end recruitment process, you will build and manage a team of Recruitment Partners who will deliver an exceptional candidate experience.

Job description:

- **Partnerships** – building relationships with local and national partner organisations (Multi Academy Trusts, Youth Organisations etc.) to develop a pipeline of candidates
- **Search and selection** – working alongside our Business Development team to source candidates for exciting careers with blue chip organisations
- **Candidate Experience** – ensuring all candidates have a positive experience of the institute, including unsuccessful applicants.
- **Management** – building, developing and line managing a team of Recruitment Partners.

Person Specification:

Personality and Attitude

- Thrives in a fast-paced, start-up style environment
- High levels of ownership and accountability
- Target driven and motivated to perform

- Collaborates effectively to achieve success
- Proactively identifies and solves problems

Skills

- Ability to communicate effectively with a diverse range of internal and external stakeholders.
- Ability to present online and in person to large groups of young people and other important stakeholders
- High degree of IT literacy to interpret and manage candidate management systems and data
- Can plan effectively and coordinate activities
- Can work at speed to meet tight deadlines
- Can produce high quality written content with excellent attention to detail

Key knowledge and experience

- Excellent knowledge and understanding of the work-based learning and/or higher education sector
- Experience of managing student recruitment processes
- Detailed knowledge of volume recruitment solutions and candidate assessment processes
- A good understanding of the challenges faced by disadvantaged groups and minority communities.

Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role.

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