



SKILLS PARTNERSHIP OFFICER

Job Specification

Salary:	£29,226 to £31,139 per annum (Scale 6)
Working Hours:	37 hours per week, all year round
Area:	Future Skills & Growth
Reporting to:	Skills Partnership Manager
Location:	Taunton College
Closing date:	12 Midnight 7 January 2026

Job Purpose

To drive high-quality employer engagement, conversion, and growth across UCS College Group's skills portfolio, including Apprenticeships, Skills Bootcamps, and wider workforce development programmes. The Skills Partnership Officer is responsible for generating, developing, and converting employer opportunities into starts and income, supporting the achievement of the Group's growth and performance targets.

The postholder will play a key role in managing relationships with SMEs and regional employers, ensuring every employer receives a professional, responsive, and tailored experience. They will take ownership of the process from proposal through to onboarding, working closely with internal teams to ensure offers are viable, compliant, and aligned with capacity and market demand.

Working collaboratively with the Business Growth, Relationship Management, and Customer Insight teams, the Skills Partnership Officer will use data and insight to prioritise opportunities, target growth sectors, and identify repeat business potential.

This is a commercially focused role within the Future Skills & Growth Team, ideal for a proactive and results-driven professional who thrives in a fast-paced, target-led environment and is motivated by building strong relationships and achieving measurable impact.

Job Responsibilities
Drive the achievement of individual and team targets for starts, income, and conversion across all skills programmes.
Manage employer relationships from proposal to onboarding, ensuring a seamless and high-quality experience.
Develop tailored training proposals and quotations that meet employer needs and align with available funding and delivery capacity.
Work collaboratively with curriculum, compliance, and operations teams to ensure offers are viable, compliant, and deliverable.
Identify and engage new employers, as well as grow repeat business from existing partnerships.
Use CRM and insight data to monitor performance, track leads, and inform growth priorities.
Support marketing and outreach activity, representing UCS College Group at business events, employer forums, and sector meetings.
Contribute to the continuous improvement of sales and engagement processes, ensuring efficiency, consistency, and quality.
Provide accurate and timely reporting to the Skills Partnership Manager on pipeline, conversions, and employer feedback.
Other responsibilities
Comply with all UCS College Group policies including safeguarding, equality and diversity, and health & safety.
Support strategic bids, promotional campaigns, events and cross-team projects that contribute to the Future Skills & Growth strategy.
Some occasional evening or weekend work may be required.
Any other responsibilities commensurate to your role.

Qualifications/Skills/Knowledge/Qualities

The success of the College Group rests on a very strongly felt and shared set of values which determine its strategic direction. It is crucial that the successful candidate shares values of student-centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy of the College and working collaboratively. The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

- Passionate and excited about learning
- Inclusive and supportive
- Responsive to student, employer and community needs
- Always aspiring to the highest standards
- Professional and enterprising

- Innovative and creative
- Friendly and welcoming

Essential Criteria
Proven experience in business development, employer engagement, or B2B relationship management.
Demonstrable success in achieving or exceeding income or sales targets.
Excellent communication and influencing skills, with confidence engaging employers across different sectors.
Strong organisational and time management skills, with the ability to manage multiple priorities.
Commercial acumen and understanding of how to align employer needs with funded and commercial training solutions.
Experience using CRM or data systems to manage leads and track performance.
A proactive, self-motivated approach, with a focus on achieving measurable results.
Commitment to equality, diversity, safeguarding, and delivering a quality customer experience.
Full UK driving licence and access to a vehicle for work-related duties.
Desirable Criteria
Experience working in the further education, apprenticeships, or skills sector.
Knowledge of skills funding streams or employer-led training initiatives.
Experience in B2B account management or consultative selling.
Level 3 qualification in Business, Marketing, or related discipline.

Application Forms

Fully completed application forms should be submitted online by 12 midnight, **7 January 2026**. Please note that we are unable to accept CVs.

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore, if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

Interviews

Interviews have been scheduled for **15 January or 16 January 2026**. Shortlisted candidates will be contacted shortly after the closing date.

Shortlisted candidates will be invited to interview, and full details of the interview process will be sent in advance.

CONDITIONS OF EMPLOYMENT

Pre-employment Checks

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

Working Hours

As a full time member of staff, your normal working week will be 37 hours per week. Normal working hours are 8.30am to 5.00pm Monday to Thursday, 8.30am to 4.30pm Friday. The postholder will, however, be expected to work flexibly to meet the needs of the students, employers and the department.

Annual Leave

The holiday year runs from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus bank holidays.

Christmas Closure

It has been custom and practice for the College to close for a 2 week period at Christmas each year, with the exception of some external sites due to business requirements. This practice will continue, subject to any future changes in the organisation of college terms/curriculum programmes.

Benefits

As a diverse, competitive and quality employer, we regularly review our staffing policies and our reward and benefits package. With more than 1600 staff deployed over 3 campuses and in many role types, we have a variety of contracts, terms and conditions and staff benefits. The benefits include:

Financial

- Competitive salaries, A defined benefits pension scheme (either the Teachers' Pensions or the Local Government Pension Scheme) (dependent on role)
- Perkbox – our retail and leisure discount scheme
- NUS Totum Discount Card

Family and Personal

- Generous holiday entitlement, plus bank holidays and 2-week Christmas closure.
 - Additional annual leave purchase scheme (dependent on role)
- Career break opportunities
- Childcare Centre located at our Bridgwater College, offering a 5% staff discount on childcare fees.

Recognition

- Bi-annual support and teaching staff achievement recognition (STAR) awards
- Long service celebrations and awards

Health and Wellbeing

- Employee Assistance Programme including Wisdom App
- College gym membership for as little as £15 per month (salary deduction option available), or discounted Nuffield Health gym membership.
- Cycle to work scheme
- Occupational health service
- Eye care, including free eye test and a contribution towards glasses and/or contact lenses
- Microsoft Office Package

Leisure and Pleasure

Staff are welcome to visit and can enjoy discounts at:

- Cannington Golf Centre
- The Walled Gardens of Cannington (and Tea Rooms)
- Cannington Equestrian Centre

Equality & Diversity

UCS College Group is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands, or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the College to ensure that children and vulnerable adults remain adequately protected. UCS College Group wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position. Further information about Disclosure can be found at www.homeoffice.gov.uk/dbs