

Key Account Manager

JOB DESCRIPTION

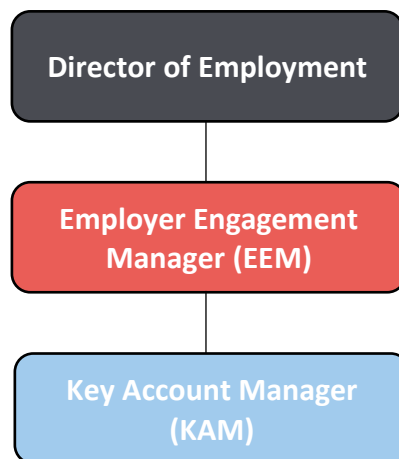
Location: Hybrid with travel

Work pattern: 35 hours per week, Monday to Friday 9am to 5pm

Responsible for: n/a

Interaction with: Directors, Managers, and Staff at FEC as well as stakeholders, clients, etc

Reporting line:



Role (Brief overview): To establish and develop key employer relationships to source and promote suitable, quality vacancies and vocational opportunities for all Service Leavers, (including CTP Assist and Early Service Leavers), Veterans, Reservists and Spouses across the Forces Employment Charity (FEC).

The KAM will take an Apprenticeship-to-Executive approach to employer engagement by initiating, developing, and managing relationships with employers and employer organisations across allocated Sectors to source a range of employment opportunities, including full & part-time appointments, work experience opportunities and portfolio work.

Principal Responsibilities:

- Support and implement an intelligence-led employer engagement strategy focused on strategically key employers, creating career pathways and job opportunities that align with the career aspirations of Service leavers, veterans, and their families.

- Identify potential funding or sponsorship opportunities for FEC during employer engagement, share insights, and facilitate introductions to the Fundraising team to support strategic partnership development.
- Develop and maintain strategically key relationships with large national and international employers who have the potential to meet the employment aspirations of the Armed Forces community.
- Engage with employers across assigned industry sector networks to identify future skills and talent pipeline needs and lead the development and delivery of military pathway campaigns to meet the requirements.
- Ensure all employer contacts are encouraged to register, enter and manage their own vacancies on the CTP Portal and all vacancies of an executive nature are promoted across to the FEC executive job board.
- Plan, implement and deliver online and in-person events to facilitate direct engagement between companies and the Armed Forces community and actively promote employer participation Pathway events and CTP Employment Fairs.
- Supported employers in upskilling internal staff through the delivery of tailored presentations or workshops on military talent value and CV writing skills.
- Collaborate with, and provide employment support to, the Regional Account Managers (RAMs) to contribute to effective relationship management and employer engagement.
- Ensure the accuracy and integrity of data by consistently recording all employer engagement activities across all reporting/CRM platforms in a timely manner.
- Support employment advisors/consultants to liaise and provide employer engagement related advice (as appropriate) to potential candidates.
- Produce sector-specific and employment outlook updates for inclusion into relevant guides and reports.
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- Provide focused job-brokerage support by matching key account employment opportunities (sourced from large-scale recruitment campaigns) to the Armed Forces Community skills and aspirations.
- When required, conduct other CTP and FEC tasks and requests as directed by the EEM.

PERSONAL SPECIFICATION

Essential Competencies:

- Extensive experience in business development, networking and managing engagement with external organisations.
- A comprehensive understanding of recruitment, including the job market and vocational training, job matching, and selection.
- Motivated self-starter with ability to work cooperatively within an integrated team dedicated to achieving successful outcomes for clients.
- Ability to deliver output against demanding schedules.
- Strong presentation and administrative skills to support operational delivery and efficiency.
- Certificate in Recruitment Practice or equivalent. (Training can be provided)
- Strong ability to collaborate effectively with both internal and external stakeholders, fostering positive relationships across all levels.
- Highly organised with excellent IT proficiency, including experience using Microsoft Suite and Outlook
- Proactive and supportive team player who contributes to a diverse and dedicated team.
- Self-motivated with the ability to work independently while also engaging with the team as needed.
- Confident and outgoing personality, with excellent communication, interpersonal, and influencing skills, enabling effective interaction at all levels.

Desirable Competencies:

- Demonstrate empathy and a strong understanding of the Armed Forces community, including the unique challenges and strengths related to their employability.
- Experience in marketing, promotion, PR and customer relations.
- Resilient and adaptable, capable of managing the demands of the role with a proactive and responsible approach.

Security Clearance

- The successful candidate will be required to undergo a MOD Security Clearance.