

**Employer: Re Gen Academy**

**Vacancy: Learner Engagement Officer (trainee)**

**Hours: 15 - 20 hours**

**Salary: 12.21 per hour: National Living Wage**

**Working pattern: Monday – Friday 9am – 5pm**

**Number of vacancies: 1**

### **Job summary**

We are an employer led construction skills provider. Our purpose is to create sustainable employment opportunities for those living and connected to the communities we are regenerating.

Part of RE:GEN Group, a forward thinking, regeneration specialist; a Main Contractor delivering refurbishment, retrofit and new build solutions to social housing across the North East.

We serve the skills needs of RE:GEN Group, the Group's social housing client base and the Group's wider supply chain by providing upskilling, reskilling and new skills within the construction industry. We collaborate with employers to:

- Upskill existing employees.
- Provide opportunities for new people to come into the industry.
- Develop and provide a recruitment and training solution to the skills shortage.

We take an employer-led approach to the design and delivery of our skills programmes. This means that every employer we work with can make the programmes as personalised to their business as they need. We take a place-based approach through our engagement with learners, progressing learners through an employment journey, with a real focus on achieving a positive employment outcome for the individual.

As a Learner Engagement Officer, you'll play a crucial role in connecting individuals with life-changing training and employment opportunities in the construction industry.

- You will support learner recruitment and engagement efforts, supporting individuals throughout their journey — from initial enquiry through to course completion and into employment or further learning.
- Working closely with our internal delivery teams, local employers, and community partners, you'll be the first point of contact for potential learners.

- You'll learn to build strong relationships, provide high-quality Information, Advice and Guidance (IAG), and ensure every learner feels supported and empowered to achieve their goals.

This role is central to our mission of creating inclusive pathways into construction careers and driving long-term impact in the communities we serve.

### **Essential skills, experience and qualifications**

### **What do we expect to see from you?**

This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- A commitment to own learning and development and ready to complete the training on offer
- Excellent communication skills and can build trusting relationships
- Really good attention to detail, and able to maintain records
- Good ability using ICT such as word and excel
- Happy to talk with others and attend events.
- Work as part of a team