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| **Job Title:** Land based Apprenticeship Co-ordinator  **Reporting to:** Curriculum Manager  **Base:** Broomfield Hall |
| **Hours:** 37 hours per week, 52 weeks per year  **Contract Type:** Support  **Holidays:** 20 days per year subject to service increases (5 days increase after 5 years); plus 6 College closure days per year where applicable and 8 statutory days  **Salary:** £35,443 per annum |
| **Job Purpose** To coordinate and manage the land-based apprenticeship provision at DCG. To lead, plan and support the team manager, assessors and employers in ensuring timely achievements within land-based apprenticeships. To support assessors with student recruitment and positive engagement with employers, ensuring accurate and up to date information is maintained on CRM and OneFile. |
| **Key Responsibilities**   * To oversee aspects of the planning and execution of approved recruitment opportunities, working with BDC and assessors in ensuring IAG is accurate and executed to the highest standard * To develop a detailed calendar of events, liaising with relevant departments to ensure that key deadlines are achieved in terms of timely achievements, audits and IQA/EQA sampling * To bring innovative ideas and creativity to help ensure seamless delivery * To ensure risk assessments are in place and continually monitored for each area, considering all eventualities * To develop and maintain effective working relationships between the faculty teams * To actively promote liaison with key stakeholders/employers as required * To ensure up to date and relevant marketing literature and collateral is in stock and available * To work towards a strategy that ensures a corporate and consistent approach across the Group and ensure maintenance of a common profile * To ensure CRM is maintained and effectively used by assessors * To ensure Onefile is maintained and effectively used by assessors * To organise and maintain a system for recording and supporting interventions and activities with students and undertake any related administrative tasks. * To provide an effective signposting and referral service to college support services and external agencies for students. * To liaise with curriculum staff, other individuals and agencies as appropriate, to support the interests of existing and potential students. * To produce written communication and updates from attendance at DCG apprenticeship meetings * To take responsibility for ones own professional development and continually update as necessary. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **Person Specification** |
| **Competencies**  **Essential**   * Strong attention to detail with ability to handle multiple tasks and provide completion on each * Excellent communication skills, both verbally and written * Working with teams across an organisation and at all levels * Recognition of internal and external stakeholder needs * Meet deadlines and execute under pressure * High level of interpersonal skills – friendly and approachable * Resilient, with the ability to work in a changing environment * Ability to use a wide range of IT applications * Supervision of a team |
| **Knowledge & Experience**  **Essential**   * An understanding of Land Based apprenticeships * Knowledge of standard delivery methods * An understanding of CRM and Onefile * Knowledge of Health and Safety * Knowledge of Quality Assurance Standards |
| **Qualifications**  **Essential**   * Degree or equivalent in a related land based subject * Level 2 in English and Maths qualifications * Level 2 IT qualifications * Supervisory/Line Management qualification (or willing to work towards) * Track record of CPD * Assessor and IQA qualification (or willing to work towards) * Full clean driving licence, with access to a vehicle |