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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.
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| **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
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| **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
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| **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
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