**Apprenticeship Education Coordinator**

Cambridgeshire and Peterborough have an exciting opportunity for a talented and experienced Apprenticeship Coordinator to join the Training Hub team supporting and co-ordinating the planning, implementation and delivery of a range of apprenticeship standards with the aim of developing both existing and new apprenticeship programmes for the organisation.

**Title:** Apprenticeship Education Coordinator

**Salary:** £21,500 - £23,900

**Hours of work:** 37.5 per week (12 months fixed term)

**Location**: Cambridgeshire and Peterborough

**Accountability:** Training Hub Project Manager

**Job Summary**

The role of the Apprenticeship Education Coordinator is to raise awareness of the range of apprenticeship opportunities available to staff employed within **general practice** in Cambridgeshire and Peterborough. The role will involve working with General Practice employers, potential apprenticeship candidates, education providers and the wider system to overcome barriers and improve access to apprenticeships.

The successful candidate will need to understand apprenticeships. They will be required to promote and co-ordinate Apprenticeships for general practice, providing advice and guidance on apprenticeship programmes across all levels by:

* Developing, embedding and implementing apprenticeship programmes.
* Engaging with stakeholders to promote apprenticeships and break down barriers to access
* Providing guidance and support around funding rules and requirements.
* Reviewing and improving apprenticeship provision according to practice and staff need.
* Acting as a ‘champion’ for apprenticeships in General Practice and engage all stakeholders in feedback and peer support

This individual will be flexible and adaptable. They will have a special interest in education and the future sustainability of the Primary Care workforce. It is expected the successful candidate will also be a motivated individual who is an excellent communicator with the ability to gather and analyse data.

**Main Duties and Responsibilities**

* Providing support to practices and advising them on the potential and suitability of apprenticeships as a way to recruit and develop their staff.
* To provide advice and guidance to employers on the process involved in recruiting an apprentice including Levy transfers, eligibility, funding and commitment.
* Maximise Apprenticeships as an opportunity to up-skill/re-skill the existing workforce working with employers to develop and embed apprenticeships.
* Improve access to apprenticeships by supporting potential candidates to achieve success in passing L2 Functional Skills and accessing appropriate entry level courses where required
* Establishing contact and developing relationships with employers who could benefit from engaging in Apprenticeships for the first time or expanding the size and reach of their current Apprenticeship intake.
* To lead on the administration and coordination of the Training Hub supported apprenticeships including funding requirements, employer support and linking to training provider and system partners.
* Liaise with educational providers regarding apprenticeship provision and the delivery of apprenticeship programmes.
* Develop trusted and, maintain effective working relationships with a cross section of stakeholders.
* Lead in co-ordinating, managing and tracking the progress of initiatives, projects and issues
* Deliver talks, briefings or workshops to a variety of audiences and age groups to increase awareness and understanding.
* Use a variety of channels and methods to promote awareness, understanding and opportunities, including case studies, newsletters, related community engagement, events targeted around National Apprenticeship Week etc.
* Contribute to website content, promotional materials and communications to learners, employers and other stakeholders ensuring tailored, informative, clear and up to date advice.
* To  keep up to date with all relevant Apprenticeship  requirements and guidelines
* Design and carry out periodic stakeholder feedback, analyse and report including recommendations and establish/assist peer support groups as appropriate.
* To work with flexibly and contribute to wider team activity and projects where required.
* To attend internal and external meetings related to apprenticeships and share knowledge

This job description is not intended to be an exhaustive list of duties, although it aims to highlight the typical main responsibilities of the post.

The role is both home and office based

**Person Specification: Apprenticeship Education Coordinator**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS / REGISTRATION** | * Full Driving Licence
* A good standard of general education, to include English and Maths to GCSE (or equivalent) level at Grade C / Level 4 or above.
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| **EXPERIENCE**  | * Demonstrable experience of working with Apprenticeships
* Understanding and up to date knowledge of apprenticeships delivery
* Demonstrable experience of establishing and building partnerships and working collaboratively with range of stakeholders
* Experience in delivering workshops and giving presentations
* Experience of producing written reports, briefings and project documentation to a high standard.
 | * Experience of working in the NHS or an educational environment
* Knowledge of NHS careers and routes into the NHS
* Experience of organisational development and learning and workforce planning/workforce development.
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| **APTITUDES**  | * Excellent prioritising, organisational and time management skills
* Seeks actively to develop new ways to improve the apprenticeship offer
* Good communication skills, both in person and in writing.
* Strong ICT skills using a variety of Microsoft Office applications.
* Creative problem-solving skills to address issues and mitigate risks
* An attitude to work with flexibility and to focus upon delivering actions in a timely fashion.
 | * Strong customer focus with a proven track record in delivering outstanding client centric service, both internal and external
* Proactive in developing and implementing processes
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| **PERSONAL QUALITIES** | * Enthusiasm, adaptable and ’can do’ attitude
* Ability to listen to needs of others
* Able to demonstrate a track record of self-managing and self-motivating and able to work day to day with a minimum of direct supervision.
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