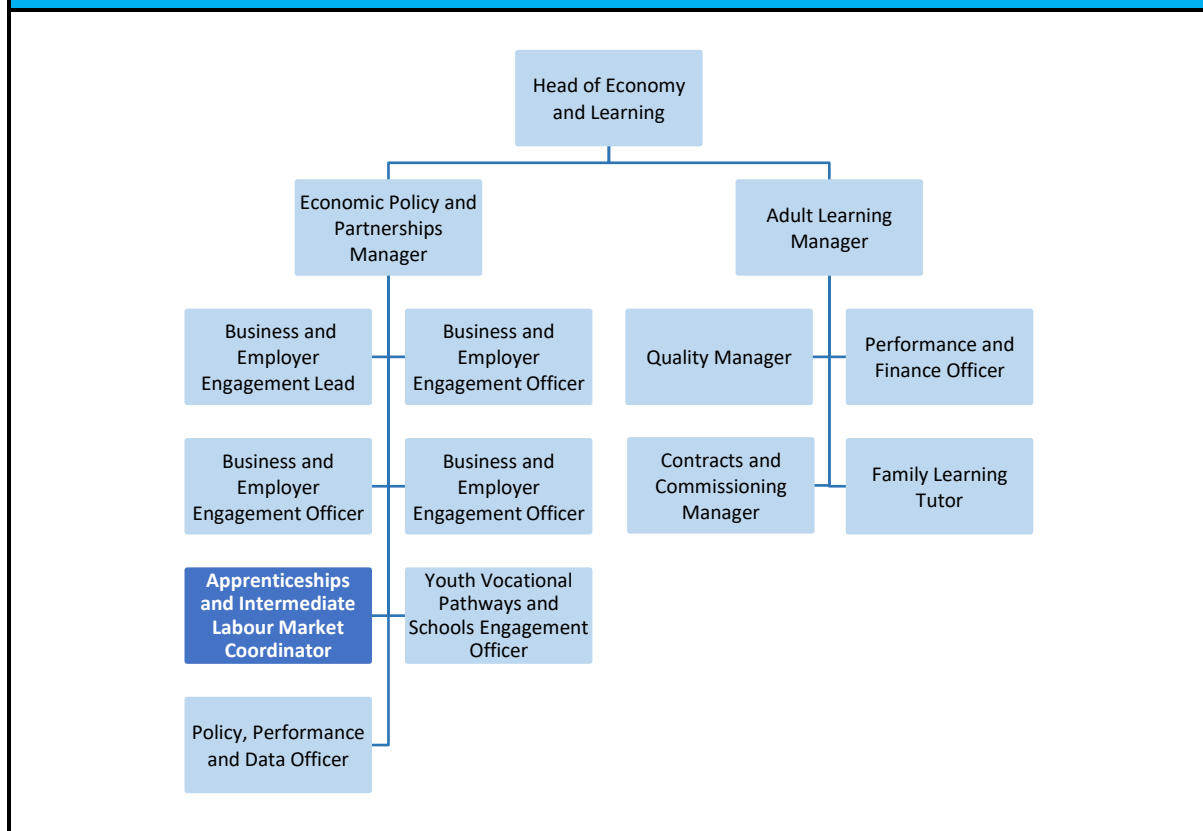


JOB DESCRIPTION

Job Title	Apprenticeships and Intermediate Labour Market Coordinator
Directorate	Grenfell Partnerships, Community and Transformation
Service	Economy and Learning
Grade	E

Employees directly supervised (if applicable):	0
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Family Tree



1. JOB PURPOSE:

- To develop a borough-wide apprenticeship offer, working with employers in business, construction, voluntary sector, public sector and with Council contractors to create and promote such roles.
- To work within the Council and with external employers to create programmes of intermediate labour market opportunities that support residents onto the pathway to employment. This includes volunteering for employment skills development, work experience and subsidised internships and work placements.

2. DESCRIPTION OF DUTIES:

1. Develop and maintain boroughwide apprenticeships offer including support organisations and delivery of apprenticeships fairs
2. Ensure there are a range of apprenticeships opportunities available at different levels from entry level to higher to address all needs.
3. Work alongside Business and Employer Engagement Officers to create apprenticeship and intermediate labour market opportunities for residents
4. Provide support to employers on how to create intermediate labour market opportunities and ensure good practice in delivery.
5. Work alongside Youth Vocational Pathways and Schools Engagement Officer to join up borough intermediate labour market offer with vocational pathways programme.
6. Work with Procurement and engage with Council's high value service providers to ensure apprenticeship opportunities are created through our contracts.
7. Work with RBKC Human Resources to develop cross council work experience, work placements and internship programmes for residents
8. Work with Volunteer Centre Kensington and Chelsea to create more volunteering opportunities that support residents into employment
9. Build and maintain strong relationships with voluntary, statutory and private sector organisations.
10. Confirm details of apprenticeships and intermediate labour market opportunities for residents, including pathways (where regular recruitment and intake takes place) and to share these opportunities with organisations that help support and prepare job seekers.
11. Develop strong partnerships with key local partners, including local schools and youth providers, to gather intelligence on residents' needs and aspirations.
12. Establish and maintain an appropriate tracking and performance system to be able to report on progress and ensure continuous improvement of the service provided.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Apprenticeships and Intermediate Labour Market Coordinator
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values and Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications None
C	Skills; Experience and Attitude <ul style="list-style-type: none"> • Evidence of delivering successful joined up apprenticeships programmes with key business partners. • Experience of leading or jointly coordinating organisational apprenticeships programmes and working with teams within the organisation and external partners and learning providers • Experience of working with employers, including developers to create apprenticeships and intermediate labour market opportunities • Experience of organising large events that involve working with several cross-sector organisations • Experience of engaging with or working with a variety of businesses and sectors. • Good understanding of and experience in creating intermediate labour market opportunities across a range of sectors to support people on the pathway into employment • Good understanding of volunteering programmes and how these can support people on the pathway into employment to improve their economic outcomes • Understanding of different resident cohorts in the borough that might need support and what their different needs and barriers are. • Strong influencing and negotiation skills, particularly with external partners • Evidence of delivering impactful programmes that have made a difference to resident's employment outcomes. • Excellent negotiating and communication skills in order to produce a wide range of reports, lead working group meetings, communicate effectively with local partner agencies and elected members • Excellent analytical skills that support outcomes and impacts measurement in

	<p>performance reporting</p> <ul style="list-style-type: none"> • Ability to work under pressure, manage competing priorities and deliver high quality results to tight deadlines
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Our Values and Behaviours	
D	<p>PUTTING COMMUNITIES FIRST</p> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	<p>RESPECT</p> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	<p>INTEGRITY</p> <ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others.

	<ul style="list-style-type: none"> • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	<div style="background-color: #00a651; color: white; text-align: center; padding: 5px; margin-bottom: 10px;">WORKING TOGETHER</div> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.