

JOB DESCRIPTION – APPRENTICESHIP COORDINATOR

Job Title	Apprenticeship Coordinator
Position Number(s)	TBC
Department	Governance and Coordination
Section or Service	Economic Development
Grade	Range C £31,500 - £35,000

Responsible to:	Employment and Skills Manager
Employees directly supervised (if applicable):	N/A
Family Tree	
<p>Head of Economic Development</p> <p>Employment and Skills Manager</p> <p>Apprenticeship Coordinator</p>	

1. Job Purpose

The Council's Economic Development Team (EDT) leads and coordinates the contribution of the Council, partners and other agencies to delivering a strong local economy. It is an exciting time in this policy area as the council has worked closely with partners in developing an Economy Strategy and action plan for the Borough. This strategy seeks to improve access to opportunities for residents and support a vibrant local economy.

The role of the Apprenticeship Coordinator is to increase the awareness of and the range and number of opportunities available to and taken up by residents of Kensington and Chelsea. The role is externally focused working primarily with employers, schools, education providers and the wide range of employment support to develop the range, quality and take up of apprenticeships, traineeships and related pathways.

2. Description of Duties

1. Raise the awareness, profile and value of apprenticeships, traineeships and quality vocational pathways as a progression route for local residents across age groups, including school pupils.

2. To work across the local landscape (including with employers, schools, colleges, with residents and employment support providers) to build knowledge, understanding and positive action to increase activity. Including:
 - Supporting schools' careers advisers and building activity and knowledge within schools of the value and options for apprenticeships. Work with Primary and Secondary schools to increase awareness and understanding of apprenticeships
 - Ensuring pupils and parents have access to appropriate resources and materials to increase understanding
 - Working with employers to support and develop apprenticeship programmes including how they link to recruitment in the borough
 - Working with employers covered by the apprenticeship levy, linking their programmes and supporting the development of their offers.
 - Working with Colleges to ensure apprenticeship provision is accessible and responds to local needs
 - Following up apprenticeship providers offering quality local opportunities, and seek to promote these appropriately
 - Provide support to smaller employers advising them on the potential and suitability of apprenticeships as a way to recruit and develop their staff, bust myths about what apprenticeships are and are not
 - Ensure employment advisers and partners in RBKC are aware of and briefed to provide appropriate IAG to jobseekers
 - 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
3. Work with colleagues across the Council to develop effective approaches to enable more residents and young people including Looked After Children, Care Leavers and young people with special education needs to access opportunities.
4. Work with colleagues to identify opportunities within the Council's supply chain and organisations who deliver services on behalf of the Council. Ensure these opportunities are accessible, promoted and available to local residents
5. Work with colleague seeking opportunities for employment and skills outcomes related to local development sites through the use of Planning agreements and Employment and Skills plans
6. Contribute to NEET reduction in the borough by developing Apprenticeships and Traineeships as opportunities to re-engage young people who are not in education, employment or training (NEET).
7. Maximise Apprenticeships as an opportunity to up-skill/re-skill the existing workforce and borough's residents seeking employment and training opportunities.

8. Work with colleagues in the Economic Development Team and Council services to develop and implement an employer engagement plan, 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 programmes.
9. Develop, pilot and evaluate new initiatives with the potential to support Apprenticeship Growth. Be proactive in applying for funding to resource the delivery of these activities, and in identifying opportunities to generate income to support on-going sustainability of this agenda area.
10. Working with other local authorities to develop and implement regional and sub-regional initiatives to promote and enable apprenticeships and traineeships
11. Work with relevant contacts and agencies responsible for development of apprenticeships, traineeships and other vocational pathways both National and London, leveraging their support and assistance where required. For example, the Education and Skills Funding Agency, and the National Apprenticeship Service.
12. To ensure that all projects, agreements and funded activity complies fully with the Council's constitution, decision-making processes and governance.
13. To liaise with officers in Media and Communications in support of the production of project materials requiring design and input.
14. To work with flexibility and contribute to wider team activity and projects where required.

I agree to the above job description

Post Holder..... **Date**.....

Head of Service..... **Date**.....

PERSON SPECIFICATION

Job Title:	Apprenticeship 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 & 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	<p>Equal Opportunities</p> <p>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.</p>
B	<p>Qualifications</p> <p>Essential: Degree level or equivalent</p> <p>Desirable: Qualification related to Human Resources, skills training or recruitment</p>
C	<p>Skills; Experience and Attitude</p> <p>Essential:</p> <p>Experience of organisational development and learning and workforce planning/workforce development in a business environment.</p> <p>Private sector experience or experience of working in a business facing/business engagement role. Demonstrable experience of establishing and building partnerships and productive working relationships.</p> <p>An understanding of Apprenticeship and related skills training delivery e.g. traineeships (particularly in London context). Broad knowledge base covering Apprenticeships, work related learning activity, vocational skills development and Further and Higher Education.</p> <p>A good understanding of Apprenticeship Reform and how Apprenticeships are funded.</p> <p>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.</p> <p>Experience in delivering workshops, briefings and contributing to events such as careers fairs</p>

Good communication skills, both in person and in writing. Experience of producing written reports, briefings and project documentation to a high standard.

Strong ICT skills using a variety of Microsoft Office applications.

Creative problem-solving skills to address issues and mitigate risks in project delivery.

Skill to manage workload and prioritise work appropriately

An attitude to work with flexibility and to focus upon delivering actions in a timely fashion.

Demonstrating the attitude to work collaboratively and with respect for all, with a commitment to work in a manner that demonstrates the Council's core values and behaviours.

Desirable:

Experience in economic development/employment/education/skills issues and good, up to date working knowledge of the agenda/policy area nationally and locally Knowledge of business or enterprise support, networking or business forums

A background in skills brokerage with relevant qualifications

Experience of working within a Local Authority

Experience of delivering and working in partnership projects

Working within mobile and flexible fashion within file and application sharing environment.

Our Values & Behaviours

D

PUTTING COMMUNITIES FIRST

- 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.

The following examples are indicators of effective behaviour:

- 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.

Our residents will feel that:

- 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

RESPECT

- 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.

The following examples are indicators of effective behaviour:

- 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.

Our residents will feel that:

- I feel my culture and background are respected.
- I have confidence that action is being taken.
- I feel I am being treated fairly.

F

INTEGRITY

- 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.

The following examples are indicators of effective behaviour:

- I demonstrate empathy in my interactions with others.
- 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.

Our residents will feel that:

- 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

WORKING TOGETHER

- 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.

The following examples are indicators of effective behaviour:

- 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.

Our residents will feel that:

- 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.