



## Job Description

**JOB TITLE:** Apprenticeship and Employer Engagement Manager

**SALARY:** £10,599 (Pro-rata) £26,500 P.A (FTE)

**HOURS:** Part Time (2 days per week)

**RESPONSIBLE TO:** General Manager

**RESPONSIBLE FOR:** Meeting the CEED apprenticeship targets and managing employer engagement.

### JOB PURPOSE:

- a) to engage employers to increase the work of CEED in apprenticeships and all forms of employer related activities, including guest speakers, mentoring, work experience and work placement for learners on programmes at the CEED
- b) to lead the planning, development, delivery and monitoring of apprenticeship and programmes; the day-to-day operation of those programmes with the General Manager, if applicable, ensuring that the curriculum is delivered efficiently and effectively
- c) to develop a culture of continuous improvement and ensure that learner success rates and experiences are of the highest possible standard
- d) to provide leadership for employer engagement, ensure effective and efficient control and develop an effective overview of CEED targets for income generation and learner outcomes

### MAIN DUTIES

- To plan, develop, implement, and evaluate the engagement of employers.
- To identify local education, training and skills needs for apprenticeships and full cost work.
- To be responsible for, and work with appropriate staff to ensure the CEED meets its apprenticeship recruitment targets through targeted marketing, communications, and publicity.
- To take a leading role in the production of the apprenticeship Operating Plan and to contribute effectively to strategic planning.
- To ensure the development of new approaches to mentoring and learning in line with national developments and the needs of learners.

- To agree and monitor the performance objectives and reports so that they contribute to the achievement of whole CEED targets.
- To maintain effective relationships with external organisations such as validating bodies, the Local Authority, universities, corporate clients, national development agencies and other appropriate organisations.
- To follow management and control systems particularly in income generating activities which fall within the post holder's area of responsibility.
- To carry out the full range of duties of a manager and to carry out such other duties as may reasonably be decided from time to time by the General Manager.
- To ensure that success rates on courses are maintained on national benchmarks and that there is continuous improvement in success rates.
- To ensure the quality of provision through the implementation of CEED quality systems and procedures.
- To ensure that learners receive effective support appropriate to their needs liaising with specialist staff within CEED and external as required,
- To ensure that the programmes give learners access to the skills necessary to support their achievement, including access to Skills for Life,
- To work with other colleagues to ensure that CEED systems of support and discipline are used rigorously to support learner retention and achievement.
- To manage resources in collaboration with other colleagues, within CEED including the deployment of staff and resources required for effective and innovative PROGRAMME delivery.
- Participate in appraisal and professional development as appropriate.
- Carry out their duties with due regard to CEED's policies on equal opportunities, health and safety and quality policies.

**THIS JOB DESCRIPTION IS SUBJECT TO NEGOTIATION WITH THE POSTHOLDER, AND TO ANNUAL REVIEW**

## ***Person Specification***

**The following qualifications, qualities, skills and experience are considered necessary in this key post:**

- An appropriate academic or professional vocational qualification at degree or higher degree level
- A teaching and/or assessors' qualification
- Wide experience of delivering and managing apprenticeship or positive action training frameworks
- Sound knowledge, understanding and experience of employer engagement and full cost provision
- Ability to lead major change and development as demonstrated by performance in previous positions
- Experience of effective performance improvement and quality assurance in delivering apprenticeships and positive action programmes.
- A sound understanding of the relevant qualifications' frameworks and of a range of appropriate curriculum delivery methods
- The ability to set and achieve demanding performance targets and to effectively manage any identified underperformance.
- Interpersonal and communication skills of a high order which are applicable to a range of partners and of clients.
- The qualities of a team player; the ability to work flexibly and effectively as a member of the Programme and Learner Experience Group and to make a positive contribution to the corporate management of the CEED.
- Willingness to work variable hours when necessary, to meet the requirements of the post.
- Proven ability to negotiate with, and influence, a variety of individuals and organisations.

## Attitudes - Essential

- Commitment to the role of post-14 education and training in developing and improving people's lives, especially BAMEs
- Sensitivity to the needs and expectations of individuals (BAMEs) and to ensuring an appropriate level of responsiveness in all cases
- Determination to promote equality of opportunity throughout all aspects of CEED life, including employment and service delivery
- Commitment to ensuring a healthy and safe environment, and COVID-19 guidelines
- Commitment to continuous personal and institutional improvement
- Commitment to high professional and personal standards of work and of conduct.