

Job Profile

Position Details	
Post	Apprenticeship Coordinator
Service Area	Housing & Growth / Economic Development
Reports to	Head of Employment & Skills and Delivery Manager, Haringey Employment & Skills Team (matrix management arrangement)
Grade	PO2
Job Family	

Role Purpose
<p>Haringey Council is keen to ensure access to and effective participation in employment and skills provision for all residents, with a particular focus on residents from disadvantaged communities. As part of this, the Council is keen to support more residents take up apprenticeship opportunities.</p> <p>This role will lead the Council's apprenticeship agenda, working with local employers and local people to support the creation and take up of meaningful apprenticeship opportunities which support residents to learn new skills and get onto the career ladder.</p> <p>As part of this, the post holder will be responsible for working with stakeholders such as employers, employment and training providers, schools and FE institutions. The post holder will also be responsible for ensuring that there is a pipeline of suitable applicants for the apprenticeships generated, working closely with the Council's employment delivery arm, HEST and other employment providers in the borough.</p> <p>The post holder will also be responsible for coordinating a strategic approach to apprenticeships within the Council, working closely with other council services, including HR and Children and Young People.</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. To work with key partners across the borough to ensure that, as far as possible, that there is a coordinated and effective approach to supporting local residents take up apprenticeship opportunities. 2. To take the lead on working with local businesses/employers to raise awareness of apprenticeships and support the creation of meaningful apprenticeship vacancies. This involves being the overall lead for this, from first contact to end completion. This includes contacting employers, working with employment and training providers and schools, promoting the opportunities and communicating progress to the appropriate bodies / forums. 3. To effectively engage with, deliver and/or source appropriate support for Haringey residents to maximise the numbers taking up apprenticeship vacancies that are secured. 4. To work in effective partnership with delivery partners to identify and create a pipeline of interested residents for these apprenticeship vacancies. 5. To develop strong strategic and operational relationships with key partners such as employers, employment and training providers, schools and FE institutions and Jobcentre Plus to maximise

the number of outcomes amongst local people.

6. To manage and maintain a network of relationships with interested stakeholders and referring agencies such as schools and FE institutions, Youth Service, Children In Care team, community organisations and Jobcentre Plus.
7. To work with key stakeholders to maximise the number of opportunities created as part of the Apprenticeship Levy and major regeneration projects across the borough.
8. To develop a marketing and communication strategy, working with Haringey Council's Communications Team, that will raise awareness of apprenticeships and celebrate project successes, including ensuring that all vacancies are promoted on a variety of channels such as websites and social media.
9. To work in partnership with other boroughs and provide representation at relevant forums.
10. To plan, manage and support the implementation of events to promote awareness of apprenticeships – targeting local schools and educational institutions – and work with the local groups to ensure good levels of attendance.
11. To assist in identifying gaps in provision and to lead discussions with relevant providers and stakeholders on appropriate changes to provision.
12. To work with, as relevant, other colleagues to raise awareness of the apprenticeship agenda and widening participation in general.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<u>Abilities/Experiences</u>	
A proven track record of meeting and exceeding set targets within an appropriate/related context (this can include apprenticeship or job brokerage context and/or other social inclusion services).	Essential
Proven experience of designing and delivering employer engagement and/or apprenticeship brokerage activities.	Essential
Experience of providing in-depth job brokerage and/or careers education, information, advice and guidance in a work-focused environment.	Essential
Experience of partnership working and influencing multi agency approaches to project delivery at a strategic level.	Essential

Experience of arranging and running events, including sourcing speakers, co-ordinating publicity, agreeing responsibilities, and communication with attendees.	Essential
Experience of working on own initiative to deliver results.	Essential
Experience of working with under-represented groups.	Essential
Experience of developing and delivering employer/sector led employment activity to support the recruitment of local people into apprenticeships within, or in partnership with public, private and third sector providers.	Essential
Experience of having managed a similar scheme	Desirable
Proven successful experience in Youth Services, Connexions or a Careers Education, Information, Advice & Guidance environment	Desirable
<u>Qualifications</u>	
NVQ level 3 or level 4 Information Advice and Guidance	Desirable
Project Management Qualification	Desirable
<u>Knowledge/Skills</u>	
Knowledge of the UK apprenticeship system, including sector specific initiatives, and a clear understanding of the national policy context for apprenticeships	Essential
Ability to build working relationships	Essential
Ability to be flexible and respond positively in a dynamic working environment	Essential
Knowledge of the key benefits of apprenticeships and the typical barriers when trying to promote them to key stakeholders such as employers, young people, schools and FE institutions.	Essential
Knowledge of Section 106 agreements and how they can contribute to the creation of apprenticeships	Desirable
<u>Technical/Work-based Skills</u>	
Advanced knowledge of office skills and use of common IT systems including MS Word and MS Excel.	Essential
Ability to deliver presentations clearly and concisely, conveying complex messages to a wide variety of audiences.	Essential
Web input and editing skills and ability to learn new packages, to include external web services (e.g. Eventbrite)(Desirable
<u>General Skills/Attributes</u>	
Being a self-starter and able to work independently	
Ability to build strong strategic relationships with various stakeholders to ensure mutual benefit	Essential

Excellent customer service skills	Essential
A proven ability to deal with a varied and complex workload, including the ability to organise own workload, prioritising a variety of tasks while working under pressure and to strict deadlines.	Essential
Attention to detail so that to ensure relationships with organisations and individual applicants receive individual service	Essential
Excellent keyboard and data entry skills	Essential
Good at using own initiative and problem solving	Essential
Good analytical skills	Essential
Excellent written and verbal communication skills	Essential
Friendly, pleasant telephone manner	Essential
Excellent time management and organisational skills	Essential
High regard for confidentiality and security	Essential
Positive, can-do approach	Essential
	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> 1. Head of Employment & Skills 2. Delivery Manager, Haringey Employment & Skills Team 3. Employers 4. Haringey Council's Children's Service 5. Employment & Training providers 6. Schools & FE institutions <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure



