

Apprenticeships Coordinator Job Profile

Job Title: Apprenticeships Coordinator

Job Grade: Level 4 Zone 2

Salary Range: £45,042 - £51,870

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

In this role you will manage the operation of Camden Apprenticeships, the Borough's flagship internal and external apprenticeship programme. You will be responsible for the development, implementation and management of the Camden Apprenticeships service ensuring that the scheme delivers high quality opportunities for Camden residents.

The post will involve working with Council departments, local companies, agencies and contractors working in Camden. The work will be across all sectors, with a focus on generating opportunities in Camden's priority sectors (which include construction, professional services, creative & digital media and hospitality).

About you

You will have an understanding of the training and employment needs of Camden residents including young people aged 16 to 24 years.

The ideal candidate will have a strong working knowledge of current Government policies and best practice in work based vocational learning/training, including apprenticeships schemes and their operational frameworks.

You will have an understanding of private sector employer recruitment practices and personnel requirements in relation to entry level positions.

You will have experience of recruitment and selection process and practices.

The ideal candidate will have previous experience of partnership working across a wide range of disciplines in the public, private and voluntary sectors.

You will have experience of working with businesses and employers in a sales, recruitment or training capacity

You will have experience of managing and supporting staff to achieve targets, identifying their learning needs, and of performance managing consultants and contractors.

You will have experience of managing project budgets and financial planning and marketing and communications

Work Environment:

This role is primarily office based but does also involve working closely with employers.

The post holder must be have a flexible approach to work

The post holder will have to meet a number of reporting deadlines on a monthly and quarterly basis

The post holder must have effective monitoring systems in place to meet the particular funders requirements.

The post holder may be required to work the occasional evening and weekend

People Management Responsibilities:

The role is a job share and involves overseeing the Camden Apprenticeships team comprised of 2 FTE

Relationships:

Significant working relationships include

To work closely with Inclusive Economy management team and Head of Inclusive Economy and the Employment Services Delivery Manager

To build and develop relationships between employers and the Council, training providers, the National Apprenticeship Service, referral agencies and apprentices, and be responsible for ensuring these relationships are properly managed.

To manage the programme finances and funding contracts and be responsible for financial planning and ensure good value for money is achieved. To be responsible for reporting on the cost centres and ensuring transparency in the accounting, including the preparation of audit and financial reports. The post holder will be responsible for commissioning services in terms of training and mentoring services for managers and apprentices, events and promotional activities.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.