

Job Capsule Supplementary Information: Apprenticeships Coordinator

This supplementary information for **Apprenticeships Coordinator** is for guidance and must be used in conjunction with the Job Capsule for **Job Family. Education. Job Zone 2. Level 4**

Role Purpose:

- To manage the operation of Camden Apprenticeships, the Borough's flagship internal and external apprenticeship programme. To be responsible for the development, implementation and management of the Camden Apprenticeships ensuring that the scheme delivers high quality opportunities for Camden residents

Example outcomes or objectives that this role will deliver:

- Act as first point of contact for employers, partners and Camden Human Resources team regarding all aspects of the apprenticeship scheme. This will include liaising with divisional managers to ensure an effective recruitment process for internal apprenticeships and designing support mechanisms for managers and apprentices.
- Manage staff and resources ensuring the delivery of high quality services. Provide day to day management and supervision of staff and budget resources to deliver the Camden Apprenticeships scheme and wider employment and skills activities.
- Be responsible for the design and implementation of management, monitoring and evaluation systems that track progress against agreed outcomes, outputs and expenditure targets to ensure Apprentice programme achieve objectives within approved timescales and budgets.

Relationships;

(Nature of relationships and partnerships e.g. internal, external, and level)

- Work closely with Economic Development management team and Head of Placeshaping and Economic Development
- To build and develop relationships between employers and the Council, training providers, the find an apprenticeship Service, referral agencies and apprentices, and be responsible for ensuring these relationships are properly managed.
- 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.

Work Environment:

- Office-based

Technical Knowledge and Experience:

(E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)

- Understanding of the training and employment needs of local residents.
- Working knowledge of current Government policies and best practice in work based vocational learning/training, including apprenticeships schemes and their operational frameworks.
- Understanding of private sector employer recruitment practices and personnel requirements in relation to entry level positions.
- Experience of recruitment and selection process and practices.
- Previous experience of partnership working across a wide range of disciplines in the public, private and voluntary sectors.
- Experience of working with businesses and employers in a sales, recruitment or training capacity
- Experience of managing and supporting staff to achieve targets, identifying their learning needs, and of performance managing consultants and contractors.
- Experience of managing project budgets and financial planning

The Camden Way

There are five key Ways of Working at Camden;

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take a lead

These ways of working can now be translated as being “The Camden Way”. The Post Holder will be expected to understand The Camden Way and this represents a step-change in the way we work at Camden. Resources will be focussed on achieving those outcomes which are outlined in the Camden Plan. The Camden Way will involve a reduction in the layers of management, with greater decision-making occurring at operational level.