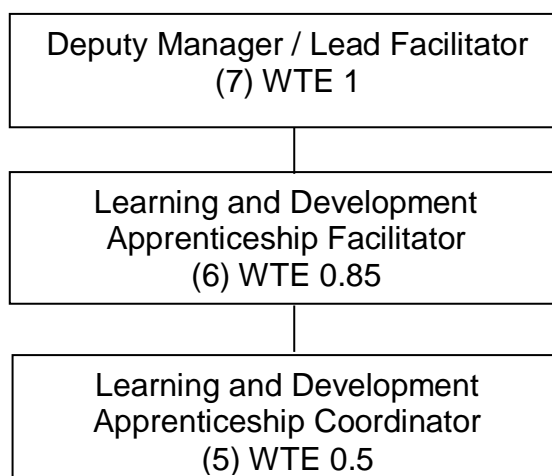


## JOB DESCRIPTION

### JOB DETAILS

Job Title:	Learning and Development Apprenticeship Coordinator
Grade:	5
Hours of Work:	WTE: 0.5 (18.75 hours – 2.5 days per week)
Department / Area:	People and Organisational Development Directorate
Location:	Required to work at any location at any time throughout the duration of their contract within the RDaSH footprint, or as set out under the terms of their contract. The base for this role at the time of advertising will be Doncaster.
Accountable to:	Deputy Manager / Learning and Development Lead Facilitator

### ORGANISATION



### JOB PURPOSE

You will be responsible for supporting and raising the profile of our apprenticeship offer across the Trust. This will include co-ordinating all aspects of administration and meeting ESFA needs with regards to the national Apprenticeship Levy programme.

You will support the Apprenticeship Facilitator offering advice, guidance and support to senior staff with regard to Apprenticeship development. You will be a key point of call for the Trust and support specific activities around the development of apprenticeships across the Trust.

You will support the Apprenticeship Facilitator in the development and implementation of a Trust strategy on apprenticeships.

You will work closely with colleagues both internal and external partners to the organisation, attending both regional and national meetings to ensure consistency of approach across the region.

## **Key Responsibilities**

The post holder will:

- Help to develop the expansion of apprenticeships across the Trust, raising the profile and promotion of apprenticeships.
- Deliver presentations on the benefits of apprenticeships.
- Deliver support sessions/workshops in relation to apprenticeship opportunities.
- Support the Apprenticeship Facilitator ensuring the quality of the apprenticeship provision in terms of success, retention and progression and the development and extension of apprenticeship programmes.
- Support the Apprenticeship Facilitator to manage the Digital Account System (DAS), monitoring and reporting financial data as required and support with any other reporting to Trust committees.
- Work alongside Learning and Development Staff to build relationships with local schools and colleges to increase awareness and promote the RDaSH apprenticeship program.
- Work in partnership with our preferred providers to support the design, creation and implementation of apprenticeship programs and develop interview and assessment strategies, plans and processes.
- Keep up to date with ESFA and all other government initiatives relating to the development of the apprenticeship offer.
- Compile appropriate progress reports which should include key metrics and data.
- Liaise and build relationships with apprenticeship providers.
- Conduct post-learning evaluation to understand successes and improvement.
- Work with managers and mentors in supporting and developing apprentices as an essential part of their jobs.

- Act as the apprentices' champion ensuring, where possible, barriers to success and completion are removed.
- Support managers to develop those completing the apprenticeship programme.
- Provide support to the Apprenticeship Facilitator to ensure that the Trust intranet is up to date with apprenticeship news and activity.
- Identify opportunities to promote apprenticeships through the Trust's internal communication team, the use of social media, Trust Matters etc.
- Play a key role in the development and delivery of the objectives within the Learning and Development function.
- To deliver presentations on the benefits of apprenticeships.
- To write reports, manage the Digital Account System (DAS) and interpret data into meaningful information.
- To communicate, and advise senior Trust staff, HR, finance staff, and Trust staff at all levels.
- To communicate with staff either in larger groups or on a 1-1, when delivering workshops or support sessions.
- To provide and receive information in both standard as well as complex formats.
- To act as the first point of contact for all apprenticeship queries.
- To use research skills to find the most suitable qualifications and most suitable training providers.
- To use problem solving skills to make effective decisions when presented with conflicting information.
- To work autonomously, completing assigned tasks to completion with minimal supervision.
- To plan and prioritise your own day-day-day workload, as well as plan medium to long term workload and discuss task prioritisation with Line Manager.
- To support Trust Learners that provide direct care to patients.
- To support colleagues to be able to access apprenticeships through developing Maths and English qualifications.

- To manage the functional skills for the Trust in terms of enrolment and liaising with local providers to ensure learners are achieving and receiving the support they require.
- To signpost to appropriate professionals within HR where required.