

PERSON SPECIFICATION

Post: Learning and Development Apprenticeship Coordinator - WTE: 0.5 (18.75 hours, 2.5 days per week)

Factors	Description	Essential	Desirable	Interview / Presentation	Application
Qualifications	Educated to diploma level or equivalent in relevant subject	✓			✓
	Educated to degree level or equivalent in relevant subject		✓		✓
	Teaching / training qualification		✓		✓
	Evidence of continuing professional development	✓			✓
	Coaching / mentoring qualification		✓		✓
	MCIPD or equivalent experience		✓		✓
Knowledge, Training and Experience	Knowledge and experience of apprenticeships and their application in practice including the levy	✓		✓	✓
	Knowledge of the apprenticeship contracting negotiation process with training providers		✓	✓	✓
	Experience and knowledge of recruitment onto apprenticeships programmes including understanding recruitment and selection procedures	✓		✓	✓
	Experience and knowledge of introducing a variety of apprenticeship qualifications into a large and complex organisation		✓	✓	✓

	Knowledge of leadership and management theories and practices		✓	✓	✓
	Able to promote and facilitate change within a large complex organisation	✓		✓	✓
	Specialist knowledge of all ESFA funding rules and guidance		✓	✓	✓
	Knowledge of planning, monitoring and controlling projects	✓		✓	✓
	Excellent computer skills especially Word, Excel and PowerPoint	✓		✓	✓
	Experience of delivering training / education sessions	✓		✓	✓
	Experience of managing an apprenticeship function, dealing with providers and queries from within an organisation		✓	✓	✓
	Experience of managing, developing and leading teams of staff		✓	✓	✓
	Extensive experience of delivering presentations / presenting information to a variety of audiences at differing levels	✓		✓	✓

	Experience of delivering teaching / training sessions in support of leadership, management, clinical or / and apprenticeship delivery	✓		✓	✓
	Experience in the building and management of relationships across a range of internal and external stakeholders	✓		✓	✓
	Experience of developing business cases and tender specifications		✓	✓	✓
Communication Skills	Dynamic personality and the ability to build trusted stakeholder relationships and wide support networks	✓		✓	
	Effective verbal and written communication skills, problem solving, report writing and presentation skills	✓		✓	
	Ability to prepare and produce concise yet insightful communications for dissemination to a broad range of stakeholders as required	✓		✓	
	Effective interpersonal skills – ability to deal with people at all levels of the organisation and with external agencies	✓		✓	
	Ability to negotiate with stakeholders on difficult / controversial issues		✓	✓	✓
	Ability to lead, motivate and develop staff		✓	✓	✓

	Able to establish collaborative working relationships with a wide range of internal and external stakeholders	✓		✓	✓
	Experience of partnership working with internal and external stakeholders	✓		✓	✓
Analytical	Ability to analyse numerical and written data, assess options and draw appropriate initiatives	✓		✓	✓
	Ability to think clearly, reach decisions, prioritise and recommend actions	✓		✓	✓
	Ability and experience in producing high quality and reliable information in a timely manner in a way that is understandable to all levels of staff	✓		✓	✓
	Methodical, organised, analytical with problem solving capabilities and excellent attention to detail	✓		✓	✓
	Ability and experience of producing reports in a clear and concise manner	✓		✓	✓
Planning Skills	Excellent organisation skills and experience of identifying priorities	✓		✓	✓
	Ability to generate and implement ideas	✓		✓	✓
	Able to work autonomously and selfmotivated	✓		✓	✓
	Able to work under pressure	✓		✓	✓

	Experience and ability to prioritise and manage own and team workload	✓		✓	✓
	Ability to work to deadlines and within budget	✓		✓	✓
Autonomy	Demonstrable capability to manage own workload and make informed decisions in the absence of required information, working to tight and often changing timescales	✓		✓	
	Ability to make decisions autonomously, when required	✓		✓	
Physical Skills	Excellent and comprehensive working knowledge of Microsoft Office with excellent keyboard skills	✓		✓	
Equality and Diversity	Will consider the most effective way to promote equality of opportunity and good working relationships in employment and service delivery and has the ability to take actions which support and promote this agenda	✓		✓	