

The Building Crafts College
Apprenticeship Coordinator Vacancy
Recruitment Information Pack

Overview of the Building Crafts College

Established in 1893 the Building Crafts College is one of the country's leading independent providers of specialist education and training in the building crafts, construction and conservation sector. We offer apprenticeships and diploma courses to a diverse population of approximately 300 students a year across a range of disciplines including Bench Joinery, Furniture Making and Design, Site Carpentry, Stonemasonry and Bricklaying. The College works with a range of prestigious companies and organisations including The Royal Opera House, the National Theatre, Canterbury Cathedral and The Canal and River Trust and has prepared students for careers involving the conservation of well-known heritage sites such as The Palace of Westminster, Westminster Abbey, Buckingham Palace, Kensington Palace and The Royal Naval College, Greenwich, as well as major construction employers.

Constituted as an educational charity, the College is governed and financially supported by the Worshipful Company of Carpenters. It enjoys a thriving student population and a strong portfolio of employer and business contacts and has the ambition and strength to create a lasting difference in the local communities it serves, and beyond. It relocated to its current site in Stratford, East London, in 2001 and derives its annual income from public and charitable sources along with fees.

Following the appointment of a new Principal in summer 2023, the Board of Governors has now embarked on a new College growth strategy. The College is now looking to appoint an experienced Apprenticeship Coordinator to be based at our Kennard Road site in Stratford, east London.

Summary of role

The Apprenticeship Coordinator will be responsible for the operational management of the BCC Apprenticeship delivery. This will include liaising with employers and their apprentices and maintaining business systems to support the overall learning, progression and experience of Apprentices and Employers. The postholder will already experience of working within a similar education/training environment with knowledge of the apprenticeship system. Salary range £35k-45k depending on experience. Application deadline Monday 23rd Sept. 2024 12 noon.

Job Description

Job Title: Apprenticeship Coordinator

Reports to: The Deputy Principal

Line Manages: Apprenticeship Liaison Officer

Responsible for: Liaising with apprenticeship employers and organising apprenticeship onboarding, assessment and in-programme monitoring and review.

Location: Based at the College's Kennard Rd site but with expectation of the postholder travelling to visit employers and their apprentices at the employer's location (largely London and the Home Counties).

Key Responsibilities:

1. Overall responsibility for the organisation of the College's apprenticeship provision including liaison with employers, apprentices and funders (inc. ESFA).
2. Develop and maintain effective relationships and communication processes with the curriculum leads to ensure successful delivery of apprenticeship programmes.
3. Develop and maintain effective relationships with apprenticeship employers to ensure satisfaction and grow the College's apprenticeship business.
4. Create business systems and processes to ensure smooth onboarding for employers and their apprentices in relation to enrolment including diagnostic skills assessment, funding support, training plans and learner agreements.
5. Ensure that apprentice learner management is effective and leads to successful outcomes including progress monitoring and on-site apprentice reviews, target setting, safeguarding, identifying at-risk learners and implementing improvement actions.
6. Establish clear policies and procedures for assessing, recording, and reporting on learner progress.
7. Be responsible for the overall learner and employer experience, proactively seeking regular feedback and ensuring the highest levels of satisfaction.
8. Maintain an up-to-date awareness of ESFA funding rules and IFATE guidance in relation to apprenticeship standards.
9. Identify tendering opportunities and prepare bids to gain new apprenticeship business.
10. Manage staff and resources in line with College policies and procedures.

Other

The above is only an outline of the tasks and responsibilities of the role. The Apprenticeship Coordinator will carry out any other duties as may be reasonably required by the Deputy Principal. The job description and person specification and any accompanying documentation may be reviewed on an on-going basis in accordance with the changing needs of the College and do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the Apprenticeship Coordinator's responsibility for promoting and safeguarding the welfare of children and young people. You will comply with the College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children or young people.

Terms and Conditions of Service

The Apprenticeship Coordinator will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate. The post holder will be required to participate in any College appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend any statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the Apprenticeship Coordinator may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The Apprenticeship Coordinator must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

Person Specification

Qualifications	Essential/ Desirable	Demonstrated
English & Maths qualifications minimum level 2 –	Essential	Application
Vocational assessment qualification	Desirable	Application
Degree or equivalent	Desirable	Application
Experience		
Working with apprentices and apprenticeship employers	Essential	Application
Working in an education or training setting	Essential	Application
Commercial awareness and business liaison	Essential	Interview
People and resource management	Essential	Interview
Track record of commercial growth and business development	Desirable	Application/Interview
Knowledge and skills		
Knowledge of apprenticeship funding rules and methodologies	Essential	Application/Interview
Working knowledge of student record or CRM IT systems	Essential	Interview
Excellent verbal and written presentation and communication skills	Essential	Application/Interview
Problem solving skills	Essential	Interview
Negotiation skills	Desirable	Interview
Driving license and ability to travel to meet employers on site	Desirable	Application
Personal qualities		
Able to cope with competing demands and prioritise	Essential	Interview
Determined and focused	Essential	Interview
Calm and confident with a positive attitude to dealing with people	Essential	Interview
Ability to work independently with professionalism and a can-do approach	Essential.	Interview

Remuneration

The post is expected to be a full-time post and the salary range is £35-45K depending on experience. The annual and the benefits package will include 30 days per year annual leave plus an additional two weeks of leave whilst the College is closed over the Christmas vacation period. You will also have access to a generous employer's pension and health care scheme, as well as a range of training and development opportunities. We expect the postholder's time will be spent on site at the College and visiting employer places of work but we offer some flexibility so that non-teaching staff can operate remotely when the need arises and by arrangement.

Application Process

Applications are invited by CV and covering letter (strictly no more than 3 pages of A4 to cover both) outlining how your experience meets the person specification. The application deadline is Monday September 23rd at 12 noon. Interviews are provisionally scheduled for Thursday October 3rd. Applications should be addressed to Frances Hill, Deputy Principal frances.hill@thebcc.ac.uk