

JOB DESCRIPTION

Job Title: Apprenticeship, People and Skills Co-ordinator

Reports to: Director of People, Culture & Skills Director

Salary: £23,000 - £30,000 dependant on experience

Potions: FTC – Mat Cover 12 months Part/Full time

Location: Homebased with the requirement of UK travel

ABOUT US

You will be joining a fun and friendly team and working with the people and companies at the heart of some of the biggest issues of our time: net zero; levelling up and creating sustainable communities. As the trade associations representing companies large and small in the engineering consultancy and environmental sectors, we at ACE & EIC are leading voices, positively influencing government, and other stakeholders in Westminster and across the UK.

SUMMARY OF ROLE

As the Apprenticeship and Skills Co-ordinator you will be covering elements of the Apprenticeship and Skills manager's role whilst they are on maternity leave with a strong focus on maintaining and promoting a one stop source of information, guidance and advice on apprenticeships and skills. You will fully support the **Technical Apprenticeship Consortium (TAC)** which directly supports ACE and EIC members who are interested in employing apprentices.

RESPONSIBILITIES

- Coordination, administration and reporting for TAC Management Group, TAC regional groups and TAC provider network, working closely with the volunteer chairs to conclude the 2021 programme and develop the 2022 focuses
- Liaison with Apprenticeship Specialist, and support (where required) with 5 x trailblazer groups in an administrative capacity
- Working alongside the Director of People and Head of Communications, co-ordinate the development of apprenticeship materials, communications, press releases and social media as necessary
- Act as the main contact person for all apprenticeship enquiries and seek to source solutions and replies to all questions
- Facilitate employer and training provider working relationships to deliver apprenticeship programmes
- Represent ACE at relevant internal and external meetings where there is a focus on early career skills and apprenticeships
- Research and compile a knowledge banks for the devolved nations provisions in terms of apprenticeships
- Seek to support the career pathways work as part of the membership facilitated groups
- Provide support to any internal apprentice appointment within ACE
- Support the research of any internally provided skills development provisions
- Provide support to the Director of People in terms of HR activity
- Proactively monitor the apprenticeship landscape, changing requirements and government initiatives, seeking to create useful member guidance linked to the information
- Co-ordinate and draft the internal employee newsletter with the support of team members
- Work closely with ACE communication team to manage and update the TAC information hub, social media and promote guidance and success stories

- Work with the wider ACE team to promote and share TAC, apprenticeships, and skills information
- Support the Director of People, Culture & Skills in aligning activities which crossover in the future skills environment
- Work alongside internal managers who employ apprentices, act as the apprentice mentor
- Collate data and on relevant stats associated to TAC, Kickstart and other initiatives including costs, member involvement and successes
- Own and Implement any necessary changes by the government linked to TAC & wider apprenticeships
- Support ACE in seeking to change the perception of consultant engineering, including diversity, sustainability, and future talent.
- Support the successful delivery of ACE's Corporate Plan.

PERSON SPECIFICATION

- Achieved an acceptable level within GCSE maths & english or associated level of experience
- Working towards a CIPD qualification would be helpful
- Understands the principles of apprenticeships
- Gained experience from working in a training or HR team
- Strong experience of working with stakeholders at all levels.
- Creative and solution approach to challenges
- Willingness to develop an in depth understanding of apprenticeships across the UK
- Understanding of early careers Government initiatives and their benefits
- Strong interpersonal and communication skills (including strong written English)
- Demonstrable IT, administrative and organisational skills
- Works collaboratively and in a way that seeks to build rapport.
- Working in an agile way that meets deadlines and provides outstanding levels of service to internal and external members.
- Motivated by challenges and success, is independent and willing to work both in a team and within a standalone role
- Knowledge of the consultancy and engineering business would be useful but not essential
- Continually seeks to maintain own professional knowledge through a willingness to learn and develop.

KEY COMPETENCIES

- **Setting Direction** – Has the knowledge and innate ability to be self-motivated and see how their work fits within the wider ACE plans.. Natural desire to enhance and improve working practices.
- **Engaging People** – Owns their workload and projects effectively, ensuring outcomes are achieved. Works collaboratively with members and is a team player, building supportive, trusting, and professional relationships. Communication style is inclusive and engaging.
- **Delivering Results** – Focuses on delivering timely objectives with energy, takes responsibility and accountability for quality outcomes. Works with a mindset which seeks to consistently add value.