



Job Description

Job Title	Apprenticeship Coordinator
School/Service/Institute	Business Engagement
Normal Workbase	Stoke
Tenure	Fixed Term
Grade/Salary	Grade 4
FTE/Hours	37 hours per week/1.0 FTE

Job Purpose

Acting as the first contact point in the provision of a professional operational and administrative support service to ensure the effective development and delivery of apprenticeships within Education and Skills Funding Agency (ESFA) contract rules. The post holder will provide support to ensure data about employers sponsoring apprentices is accurately sourced, entered and maintained to ensure funding is allocated by the ESFA.

Relationships

Reporting to:	Apprenticeship Officer
Responsible for:	None

Main Activities

- Provide effective and efficient administrative and operations coordination support to the Apprenticeships team to ensure effective monitoring and delivery of apprenticeships contracts.
- Support the Apprenticeships Officers and Management team to track and monitor apprenticeships.
- Guided by the Apprenticeship Officer, undertake data look up and entry activities to ensure all data for apprentices is accurately reported
- To be proficient in interpreting and manipulating spreadsheet data and producing spreadsheets where appropriate
- Provide support with the production of accurate and detailed reports, project updates and evidence to meet audit requirements, adhering to deadlines set by external funding bodies and consortium partners.

- To liaise with the external stakeholders on administration issues in order to maintain a positive working relationship.
- To undertake any other reasonable duties as determined by the Apprenticeship Officer or member of the Management Team.
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

None

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. The University will use anonymous application forms for this role; however, we recognise

that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.