



JOB DESCRIPTION

POST TITLE: Apprenticeship Coordinator

Ref: HCF CATCH/66

**HCF CATCH Ltd
CATCH Facility
Redwood Park Estate
Stallingborough
Grimsby
NE Lincolnshire**

REPORTS TO: Apprenticeship Delivery Manager

1. PURPOSE OF JOB

The Apprenticeship Coordinator will be responsible for providing day to day administrative tasks for all CATCH Apprenticeship programmes. Reporting to the Apprenticeship Delivery Manager, this role is a vital part of the apprenticeship programme.

2. MAIN RESPONSIBILITIES

1. To lead on the administration and coordination of the CATCH apprenticeship programme including;
 - a. learner data and record keeping ensuring compliance with GDPR regulations
 - b. Induction support
 - c. Management of registrations on DAS, plus employer support on government systems, e.g Sourcing ULN and ERNs
 - d. Timely and accurate ILR reporting
 - e. Apprentice absence management
 - f. Student reporting to Employers (Half-termly and PIPs)
 - g. Contract administration ensuring ESFA compliance
 - h. Student registrations with C&G, GQA, ECITB, EAL etc
 - i. Exam management and invigilation
 - j. Claiming certificates
 - k. EPAO admin
 - l. Assessor diary admin
 - m. ILP admin/ use of One file/Smart assessor or equivalent
 - n. PO generation
 - o. Apprenticeships room bookings and plant bookings
 - p. Apprenticeships Team Holiday calendar admin
 - q. Site closure management
 - r. Safeguarding admin
 - s. Ordering of uniforms and equipment. Sales of additional items
 - t. Transport management (Buses)

- u. General admin such a copying, travel booking, resource printing etc as required

3. CONTACTS AND RELATIONSHIPS

INTERNAL CATCH team members, CATCH trainers, Apprenticeship Delivery Manager, CATCH Apprentices

EXTERNAL Member companies and their employees, parents

4. DECISIONS

Discretion – Makes day to day decision in accordance with the main tasks of the role and in accordance with CATCH policies and guidelines.

5. WORK ENVIRONMENT

a) Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors. On a daily basis reports to the Apprenticeship Delivery Manager

b) Physical Demands – The work may require moving and handling display stands, boxes of publications and other office equipment from time to time.

c) Working Conditions – The post holder will be office and home based as we have a flexible working model to suit the employees and the business needs. There will be occasional travel to Huddersfield as part of our West Yorkshire delivery.

d) Hours of Work – Some 'out of hours' working may be required to meet the needs of the role.

6. KNOWLEDGE & SKILLS

- 'Can do' attitude to provider customer solutions
- Experience of an administration and coordination role, preferably in an apprenticeship, training or education sector
- Excellent organisation and time management skills
- First class customer service skills
- Understanding of training, apprenticeships and relevant qualification systems
- Excellent interpersonal, presentation and communication skills, both verbal and written
- Personal drive to succeed, with high levels of initiative, confidence and determination
- The postholder will be required to have a driving license and the ability to travel to other sites.

7. GENERAL

a) Other Duties – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post. Key holders should refer to the employee handbook for guidance on building security and locking up procedures.

b) Equal Opportunities – The post holder must carry out his/her duties with regard to our Equal Opportunities policy.

c) Health and Safety – The post holder must carry out his / her duties with full regard to our Health and Safety Procedures.

d) Training – CATCH policy to provide relevant training and personal development opportunities to support the development of the individual and their role in the organisation.

e) ISO 9001 – to comply with company policies and procedures and ensure that the ISO 9001 policy is adhered to at all times.

Job Description prepared by: J McIntosh

Job Description evaluated by: D Talbot

Received by Postholder: