



## **JOB DESCRIPTION**

**POST TITLE: Apprenticeship Centre Manager**

**Ref: HCFCATCH/79**

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

**REPORTS TO: Apprenticeship Delivery Manager**

### **1. PURPOSE OF JOB**

To manage the day to day operations of the apprenticeship training centre including delivery, learners, staff and facilities. To work with the Apprenticeship Delivery Manager to ensure quality of delivery and that CATCH Apprenticeships are meeting the standards set by the Chief Operating Officer.

### **2. MAIN RESPONSIBILITIES**

- i. To manage the apprenticeship training centre and all provision delivered within it.
- ii. To be the lead on setting behavioural standards and discipline of apprentices in the centre
- iii. To ensure the CATCH Apprenticeship programmes and delivered to the highest standards and utilise the plant and workshops accordingly
- iv. To work with the Apprenticeship Delivery Manager and Teaching, Learning, & Safeguarding Lead to retain awarding body accreditations
- v. To work with the Apprenticeship Account Manager to communicate feedback on learners to employers
- vi. Manage the team of trainers / assessors, undertaking performance management, objective setting, review and continuous development of team members to ensure targets are met
- vii. Work closely with the Trainers/Assessors to ensure the learner experience is of a high quality and utilises best practice
- viii. To attend regular departmental meetings to report on key activities and performance against set objectives.
- ix. To produce data and management reports as required by the line manager and CATCH senior management team.
- x. To ensure that the delivery of sessions, the resources used, the management of sessions and assessments are OFSTED and C&G compliant, and to assist in any inspections.

- xi. Lead Internal Verifier having accountability for the quality assurance of all programmes, chairing standardisation meetings.
- xii. To monitor and advise on budget expenditure in accordance with policies and procedures
- xiii. To act as Deputy Safeguarding Lead
- xiv. To direct student portfolio building on site, reporting performance to management
- xv. Work with the Apprenticeship Account Manager to build and maintain excellent working relationships with employers to ensure delivery is of a high quality meeting their training needs
- xvi. Support the wider Apprenticeship Team to operate within a positive and professional culture
- xvii. Any other duties as appropriate in line with the post.

### **3. CONTACTS AND RELATIONSHIPS**

**INTERNAL** – Apprentices, CATCH team members mainly Delivery staff and assessors, Apprenticeship Delivery Manager, Chief Operating Officer.

**EXTERNAL** Member companies and their employees responsible for their apprentices.

### **4. DECISIONS**

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

### **5. WORK ENVIRONMENT**

- i. 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
- ii. Physical Demands – The work may require moving and handling display stands, boxes of publications and other office equipment from time to time.
- iii. Working Conditions – The post holder will be based at the Apprenticeship Delivery Centre for delivery of training and have flexibility to either come into the office or work from home on “non-contact days”.
- iv. Hours of Work – Some ‘out of hours’ working may be required to meet the needs of the role.

### **6. KNOWLEDGE & SKILLS**

- i. STEM background through industry experience and relevant qualifications
- ii. Management or supervisory experience
- iii. Teaching experience, preferably of apprenticeship programmes
- iv. Knowledge and experience of process operations or engineering
- v. Good planning and organisational abilities
- vi. IT literate with experience of using Word, Excel, Powerpoint, Teams and Moodle.
- vii. Understanding of training and development and relevant qualification systems
- viii. Excellent interpersonal, presentation and communication skills, both verbal and written

### **7. GENERAL**

- i. **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.

- ii. **Equal Opportunities** – The post holder must carry out his/her duties with regard to our Equal Opportunities policy.
- iii. **Health and Safety** – The post holder must carry out his / her duties with full regard to our Health and Safety Procedures.
- iv. **Training** –CATCH policy to provide relevant training and personal development opportunities to support the development of the individual and their role in the organisation.
- v. **ISO 9001** – to comply with company policies and procedures and ensure that the ISO 9001 policy is adhered to at all times. The role is dependent upon the completion of a successful DBS certificate.
- vi. **Confidentiality** - To manage the learners and learning environment with due respect to government guidelines on Safeguarding, Prevent and Data Protection and all CATCH procedures pertaining to these initiatives.

Job Description prepared by: J McIntosh

Job Description evaluated by: D Talbot

Received by Postholder: