



## Job Description

# Apprenticeship Coordinator |CATCH

<b>Perm/Contract:</b>	Permanent
<b>Location:</b>	CATCH, Redwood Park Estate, Stallingborough, DN41 8TH
<b>Hours:</b>	Mon – Thurs 08:00 – 16:30, Friday 08:00 – 16:00
<b>Reports to:</b>	Apprenticeship Centre Manager
<b>Team:</b>	Apprenticeships
<b>Ref:</b>	94

### **About CATCH**

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CATCH is a membership led, skills, competency and apprenticeship providers supporting the process, energy, engineering and renewable industries in Lincolnshire, Yorkshire, and Humber.

### **About the role**

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

### **Responsibilities**

To lead on the administration and coordination of the CATCH apprenticeship programme including;

- Learner data and record keeping ensuring compliance with GDPR regulations
- Management of registrations on DAS, plus employer support on government systems, e.g. Sourcing ULN and ERNs
- Apprentice absence management
- Induction support
- Providing general administrative support to the organisation
- Student reporting to Employers (Half-termly and PIPs)
- Student registrations with C&G, GQA, ECITB, EAL etc
- Exam management and invigilation
- Claiming certificates
- EPAO admin
- Assessor diary admin
- ILP admin/ use of One file/Smart assessor or equivalent
- Apprenticeships room bookings and plant bookings
- Ordering of uniforms and equipment. Sales of additional items
- Transport management (Buses)

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.

## Candidate requirements

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### Essential

- 'Can do' attitude to provider customer solutions
- Experience of an administration and coordination role
- Excellent organisation and time management skills
- First class customer service skills
- Attention to detail
- 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.

### Desirable

- Experience of administration in an apprenticeship, training or education sector

## Work Environment

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- Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors.
- 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.

## General

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- **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.
- **Safeguarding**- HCF CATCH LTD is dedicated to and recognises our moral and statutory responsibility to safeguard and promote the welfare of all apprentices, learners, service users and staff. All those involved in training must adhere to the ethos that '**it could happen here**' to reinforce the protection of individuals and the identification/reporting of concerns.
- HCF CATCH LTD recognises the importance of providing an ethos and environment that will help apprentices and learners to be safe and feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children, young people and adults receive effective support, protection and justice.
- HCF CATCH LTD has a zero tolerance approach to abuse and any other harmful behaviour.
- **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)**- provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise 'protected', under the Rehabilitation of Offenders Act 1974.
- The role is dependent upon the completion of a successful DBS certificate.

**Job Description prepared by: J McIntosh**  
**Job Description evaluated by: D Talbot**  
**Received by Postholder:**