

Job Description

Post:	Project Management Training Associate
Salary Grade:	£40K - £45K
Responsible to:	Business and Professional Delivery Lead

Key Purpose:

A	To facilitate the continued development of outstanding and innovative Project Management and associated training programmes.
B	To deliver outstanding innovative and inspiring Project Management training and apprenticeship programmes
C	To further develop and manage key client relationships to aligned to quality and growth targets
D	To lead on production and presentation of key client reporting, demonstrating consistent alignment to contractual agreement and key performance indicators.

1	To understand the Skills Funding Agency funding rules in relation to work based learning, to be aware of and comply with eligibility criteria and to ensure quality of documentation line with internal and external audit requirements.
2	To be responsible for and implement the delivery of comprehensive IAG with learners to ensure suitability and to facilitate initial assessment as required.
3	To create and implement innovative work based learning delivery models, aligned to individual and group needs. This may be through delivery of dynamic group sessions, or one to one sessions.
4	To be responsible for the effective development, delivery and deployment of training and associated apprenticeship standards. Actively developing new initiatives and training methodologies to positively impact learning.
5	To review, with the employer and the learner, the objectives of the standard, negotiating and agreeing the plan and activities needed for the apprentice to meet the standard in full, refining and setting new targets as the apprenticeship progresses.
6	To embed, review and improve the apprentices Maths and English skills working in partnership with the Cross College Functional Skills Delivery Team to ensure stretch and challenge of learner skills and abilities.
7	To deliver to all learners the highest quality training, instruction, guidance and support, working towards outstanding timely achievement and overall success, embedding topics related to Health and Safety, Safeguarding, Prevent, Equality and Diversity and other related Acts.
8	To conduct assessment, evaluation and progress reviews as appropriate using e-portfolio and other ILT processes ensuring efficient working practices.
9	To complete and distribute update reports and formal reviews as required during the apprenticeship.

10	To facilitate the enhancement of work performance, self-directed learning and personal development, challenging and developing the apprentice's skills and abilities to enable them to achieve the best performance results.
11	To provide observational and specific feedback, encouraging the apprentice to self-assess their performance and readiness for achievement.
12	To full prepare the learner for all aspects of End Point Assessment.
13	To be responsible for continuous personal development in chosen sector specialisms, to ensure effective and innovative support for all learners aligned to current sector needs.
14	To be responsible for vigorous and comprehensive learner tracking to ensure at all times progress and status of learners is current and up to date, and in line with pre-determined progress targets. To prepare and produce regular learner progress updates to discuss with line manager at regular 121 meetings.
15	To develop, maintain and enhance relationships with employers through high quality delivery solutions and 'best practice' relationship management, actively identifying opportunities for further work.
16	To maintain efficient record keeping and tracking using systems provided and stipulated by the college. This will include withdrawals, transfers, assessment and examination resulting, and updating of information held in the college information system to enable the tracking of learner progress.
17	To fully comply with College Quality processes, including Self-Assessment, internal and external verification compliance and ensure implementation of College policies and procedures.
18	To meet pre agreed key performance indicators aligned to timely achievement, quality of delivery and other key business requirements.
19	To work well within a team to identify continuous improvements and new initiatives in response to employer and learner need and high levels of quality assurance.

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

A	Review delivery resources, updating and developing to ensure relevance and suitability for a range of learners and employers requiring Project Management and associated training.
B	Outstanding innovative and inspiring delivery, endorsed through positive feedback, of Project Management training (aligned to apprenticeships) to individuals and groups both on site and in the workplace.
C	Development of business opportunity with key employer clients to enhance growth. Providing appropriate support and guidance to maintain and grow relationships
D	Provide and deliver performance reporting to employers and senior management team ensuring alignment to contractual agreement, compliance and KPIs.

1	Engage with employers and individuals for the purpose of training and development ensuring suitability of learning environment and employer support for learners. (Effective IAG)
2	Participate in the recruitment and interviewing of new learners to gauge suitability for learning programmes including assisting with recruitment and marketing initiatives to meet contract demands.
3	Develop and deliver innovative training, assessment and guidance to individuals relative to industry requirements and in accordance with award body and sector skills council requirements for quality.
4	Undertake Health and safety vetting and monitoring of employer premises in accordance with College regulations.
5	Undertake initial assessment of learner's basic skills and prior learning and feedback the result to learners. Decide upon and implement the most suitable course of support for the learner.
6	Discuss the objectives of the standard with the employer and learner, agree a plan and appropriate activities, refining and re setting as the apprenticeship progresses.
7	Deliver embedded English and Maths to learners in conjunction with Functional Skills Team as required.
8	Deliver the highest quality training, instruction, guidance and support, working towards outstanding timely achievement and overall success, embedding topics related to Health and Safety, Safeguarding, Prevent, Equality and Diversity and other related Acts.
9	Prepare and deliver tracking and progress reports and undertake reviews with learners and employers in accordance with contract requirements, providing relevant reports to line manager as requested.

10	Provide observational and specific feedback, encouraging the apprentice to self-assess their performance and readiness for End Point Assessment.
11	Complete exit interviews with all learners, informing and encouraging progression opportunities.
12	Develop, maintain and enhance relationships with employers through high quality delivery solutions and 'best practice' relationship management, actively identifying opportunities for further work.
13	Undertake staff development aligned to changes and updates as required and as appropriate for continued professional development, attending staff meetings and training as required.
14	Undertake IQA activities when required, and work towards IQA qualifications within first 12 months if not already qualified.
15	To carry out any other duties and responsibilities as reasonably directed by the line manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

Person Specification – Project Management Training Associate

Qualification	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
	1 Assessor and internal verifier awards (or commitment to achieve within one year)	Application / Certificate	a IT qualification	Application / Certificate
	2 APM PMQ or willingness to achieve within 3 months	Application / Certificate	b Prince 2	Application / Certificate
	3 Maths and English qualification at Level 2 (or be willing to achieve within one year)	Application / Certificate	c CSCS card (or willing to take)	Application / Certificate
	4 Recognised national qualification in a relevant subject area at level 4 or above	Application / Certificate		Application / Certificate
	5 Health and Safety training	Application / Certification		
	6 Basic Teacher training qualification or equivalent			
Professional Development	6 Evidence of ongoing professional development	Application Form		
Knowledge	7 Knowledge of recent developments in training, assessing and verifying	Application/ Interview		
	8 Knowledge of Apprenticeship Standards	Application/ Interview		
	9 Knowledge of Ofsted Common Inspection Framework (CIF) and Self-Assessment	Application/ Interview		

Experience	10	Recent relevant industry experience in delivery of project management training	Application/ Interview		
	11	Experience of training and assessing competence based programmes	Application/ Interview		
	12	Experience of Co-ordinating competence based programmes for individuals	Application/ Interview		
	13	Experience of working with work based providers/employers	Application/ Interview		
	14	Experience of preparing and delivering high level reports	Application/ Interview		
	15	Experience of client management and relationship development	Application/ Interview		
Skills/ Qualities	16	Good organisational skills	Interview		
	17	Good communication and motivational skills	Interview		
	18	Flexible approach in order to achieve demanding Targets	Interview		
	19	IT proficiency	Interview		
Other	20	Commitment to College policies ie Health & Safety, Equality and Diversity, Quality Assurance and the College Charter	Application/ Interview		
	21	Current driving licence and access to personal transport	Application/ Interview		

	22	DBS Check to College will be undertaken for successful applicant	Appointment		
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