THE TRAFFORD COLLEGE GROUP

**JOB DESCRIPTION**

**JOB TITLE:** Apprenticeships and Business Development Manager Sport and Professional

**REPORTS TO:** Director of Apprenticeships

**RESPONSIBLE FOR:** Trainer/Assessor

**AREA:** Apprenticeships

**GRADE/SALARY**: Scale 9 / Scale 10- £32,361 to £38,346

**OUR VISION**

“Unlocking potential, fostering success”

Through its innovative approach to learning and exceptional engagement with business, The Trafford College Group prepares learners for success in work and life.

**OUR VALUES**

Bold -Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

Respect - Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.

Collaborate and Teamwork - Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.

Professional - Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.

**JOB PURPOSE:**

To liaise with senior managers across a particular sector, leading on the development of a portfolio of Apprenticeships and commercial programmes that will meet the needs of the Greater Manchester skills priorities, supporting economic growth

To lead, manage and co-ordinate a group of assessors / trainers

To promote Trafford College Group throughout Greater Manchester and beyond through new and existing relationships with businesses, as well as related groups around the area

To organise client meetings with potential partners, conducting presentations and open days in order to promote the College and the brand in order to promote the portfolio of courses and our commercial offer

To liaise with the Recruitment Coordinators, ensuring the delivery of a high quality recruitment experience, meeting the needs of individuals and employers

To assist in the upkeep of accurate, relevant and a current CRM database, assisting in promoting and embedding across the whole Group.

To identify new ways of offering, delivering and developing training and strategic opportunities for growth

**KEY ACCOUNTABILITIES:**

1. Delivery of learner recruitment and income targets against agreed KPIs
2. Lead Internal Verifier having accountability for the quality assurance within your specific area
3. Delivery of outcomes for learner targets against agreed KPIs including but not limited to overall achievement, timely achievement, progress and destinations
4. Delivery of high standards of learner and employer satisfaction against agreed KPIs
5. Ensuring all health & safety and safeguarding requirements are effectively in place in line with College policy and regulatory bodies
6. Ensuring full compliance with all awarding body requirements as well as the requirements of Apprenticeship Standards and End Point Assessment (EPA)

**KEY AREAS OF RESPONSIBILITY**

**Management and Leadership of People**

1. To assist the College’s Apprenticeship growth strategy and deliver commercial income targets as part of the Apprenticeship Levy and other income streams as required. Whilst maintaining, updating and utilising the Group CRM databases system as all times.
2. To liaise with employers to develop apprenticeship solutions for their levy and non-levy requirements.
3. To be responsible for the Assessor / Training team, motivating and coaching staff to achieve, improve and develop to their full potential.
4. To appraise staff ensuring training needs are identified, effective feedback is given and underperformance is addressed.
5. To undertake/ensure that Human Resources processes and procedures are implemented including recruitment and selection, absence management, probation and induction ensuring the delivery of an efficient curriculum area which meets the needs of learners and employers.
6. To ensure that effective communication takes place across the curriculum area, good practice is shared, problems are raised and solutions identified.
7. To work with the Employer Responsive Assessors / Trainers to determine the delivery programme, work load, annual leave and associated duties of staff ensuring effective staff timetabling and staff utilisation.

**Quality and Curriculum Improvement**

1. To liaise with employers over the quality of provision to ensure delivery is meeting their training needs.
2. Lead Internal Verifier having accountability for the quality assurance within your specific area
3. To be responsible for the quality and effectiveness of assessment and learning within the Employer Responsive Team, ensuring areas of weakness are addressed and solutions are developed to continuously improve.
4. To implement quality improvement strategies to promote high success and efficiencies.
5. To use data on performance (achievement, retention and attendance) to set and achieve targets for the maximisation of improvements and to assist in measuring success.
6. To monitor individual performance and ensue that under performance is addressed.
7. To identify training needs and appropriate development solutions for the team.
8. To drive and deliver change in relation to the use of ILT, ensuring learning content relevant and new content is being developed.
9. To ensure marketing material conforms to Group Branding and all areas are promoted on our Website and external platforms as required.

**Curriculum Development, management and delivery**

1. Contribute to an annual business plan that will deliver the strategic aims and objectives of the College and its stakeholders.
2. Agree and meet recruitment targets, meeting financial performance measures and contribution ratios.
3. To work closely with the Trainers / Assessors to ensure the learner experiences high quality and utilises best practice.
4. To maintain strong working links with employers and external stakeholders, awarding bodies, employers and professional organisations.
5. To respond to customer enquiries and provide advice of development opportunities
6. To source trainers/assessors and training venues as appropriate

**Physical/Financial Resources**

1. To advise the relevant Director in drawing up income and expenditure budgets for the Team.

1. To be responsible for the approval of timesheets/training schedules ensuring the information is accurate, HR is notified and the correct payments to staff are made.
2. To contribute to the delivery of income targets and ensure that the Department’s activities maximise cost efficiency and income.
3. Ensure the team meets health and safety requirements, undertakes appropriate health and safety risk assessments and reports any issues to the Health and Safety advisor as required.

**General**

1. To be committed to the safeguarding and wellbeing of learners.
2. To comply with the requirements of the college’s Equality & Diversity Policy and promote equality & diversity at all times.
3. To comply with the requirements of the Health and Safety at Work Act 1974 and fulfil your duties in accordance with the college’s Health & Safety Policy and procedures.
4. To undertake risk assessments and comply with the college’s risk management audit requirements.
5. Be committed to personal professional/vocational development and participate in the college’s appraisal process and training and development activities as required.
6. To undertake such other duties that may be reasonably required by the Principal commensurate

 with grade.

**Equality and Diversity:**

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to equal opportunity and diversity.

**Health and Safety:**

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group’s Health and Safety Policy and Procedures.

**Safeguarding Children and Vulnerable Adults:**

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

**Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**PERSON SPECIFICATION** **– Apprenticeship and Business Development Manager**

 **Sport and Professional**

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| **Attributes** | **Essential** | **Desirable** |
| **Values and Behaviours** |
| Bold -Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential. |  |  |
| Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do. | ✓ |  |
| Respect - Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind. |  |  |
| Collaborate and Teamwork - Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.  |  |  |
| Professional - Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work. |  |  |
| **Qualifications** |
| Relevant Assessing qualification (A1, D23/D33, TAQA) |  |  |
| Literacy and numeracy qualifications (Level 2 or above) |  |  |
| A level 3 qualification in relevant subject area |  |  |
| Teaching qualification (PTTLS, CTTLS, DTLLS, PGCE, CertEd) |  |  |
| **Experience, Knowledge and Skills** |
| Up to date knowledge of subject area |  |  |
| Experience and evidence of planning and delivering assessments to meet learners needs |  |  |
| Experience and evidence of assessing learners’ starting points and monitoring their progress whilst tailoring tasks to be sufficiently challenging to ensure they perform to their maximum potential |  |  |
| The ability to develop positive, supportive and coaching relationships with staff and learners ensuring timely feedback where appropriate |  |  |
| Knowledge of pre-employment programmes |  |  |
| Empathy and the ability to recognise the different needs of others and commitment to want to meet those needs. | ✓ |  |
| Evidence of an interest in learners and a commitment to support them to achieve their potential | ✓ |  |
| Ability to be identify, listen and be responsive to employer needs |  |  |
| Self-confidence and an ability to tenaciously challenge under performance |  |  |
| The ability to performance manage a Team ensuring that they deliver their objectives. |  |  |
| Evidence of taking advantage of opportunities to improve services, build apprenticeship streams and foster new relationships |  |  |
| Awareness and understanding of contemporary development in education and training, especially Apprenticeships and work based training |  |  |
| Track record of developing full-cost commercial programmes. |  |  |
| Strong leadership skills demonstrating an imaginative approach to resolving problems |  |  |
| Ability to design and implement a service that will meet the needs of both the group and the employers in the Manchester region. |  |  |
| Evidence of continued professional development within the subject area/curriculum field the post relates to. |  |  |
| Full driving licence and use of own car. |  |  |
| A demonstrable commitment to safeguarding and promoting the welfare of children |  |  |