



JOB DESCRIPTION – Adviser for Apprenticeships

JOB TITLE: Adviser for Apprenticeships	Grade and Salary: Qualified: D grade Part Qualified: C grade Trainee: C grade
REPORTS TO: Project Lead	Geography: Berks, Berks, Oxon, Wiltshire, Swindon, Gloucester
<p>Everyone in Adviza works to make a positive difference for all young people and adults so that they have the best possible chance to progress successfully in learning and work. Our vision is for all young people and adults to make better decisions that help them to progress in learning and work and achieve their full potential.</p>	
JOB PURPOSE:	
<p>Engage with a diverse range of people of all ages and backgrounds. Work with employers and training provider to increase the numbers engaging in and sustaining Apprenticeships. To champion equality, accessibility and simplicity for all people and work creatively with partners to break down barriers to participation.</p>	
MAIN DUTIES AND RESPONSIBILITIES:	
<p>To provide support to people of all ages, employers, training provides and partners to facilitate the take up and sustainment of Apprenticeship places.</p> <p>You will be expected to perform the duties outlined below.</p> <ul style="list-style-type: none"> ➤ Develop a good understanding of apprenticeships at all levels and in different settings including government wide initiatives ➤ Recruit and train ambassador apprentices from training providers and employers ➤ Work with marginalised customers including ex-offenders, homeless, mental health to support into apprenticeships ➤ Identify women from our SME Skills Brokerage Project to encourage women into STEM ➤ Deliver targeted STEM events that promote women into engineering and technology ➤ Deliver apprenticeship workshops and events to a diverse range of people in a variety of settings both in the community, job centres, partners, employers ➤ Provide intensive support to workshop attendees and make referrals to appropriate opportunities ➤ Work with partners and employers to engage with individuals and provide them with information on Apprenticeships. 	

- Broker matches with employers – identify applicants for hard to fill apprenticeships
- Develop presentation, research and planning skills in working with groups of all sizes in educational and/or community settings
- Working with training providers and employers to help recruit and sustain apprentices
- Responsible for safeguarding and promoting the welfare of young people and adults
- Work with Enterprise Co-ordinators in schools to offer training to teaching staff
- Develop and maintain effective relationships with partners and employers. Contribute to the effective running of the service by managing information. This will include sharing information appropriately and in line with the Data Protection Act, maintaining accurate records promptly and undertaking interventionist tracking.
- Ensure that individual records are enhanced and secured in accordance with good data protection practice.
- Achieve both qualitative and quantitative targets as set out by Project Lead including providing evidence through case studies and client feedback.
- Develop and maintain an understanding of the local labour market and employment opportunities that will enable the provision of quality advice and guidance. Collect and interpret labour market information.
- Develop and maintain personal and professional effectiveness by participation in performance review processes/observation of professional practice and by attending relevant working groups, training and support activities.
- Undertake such other operational duties as may be required from time to time as directed by the Project Lead

SCOPE OF JOB (BUDGETARY/RESOURCE CONTROL, IMPACT)

Number of employees Managed/supervised (directly) None

Number of FTE (Full time Equivalents) employees Managed/supervised None

Budgetary control None



PERSON SPECIFICATION - **Apprenticeship Adviser**

JOB TITLE: Apprenticeship Adviser	Grade and Salary: Qualified: D grade Part Qualified: C grade Trainee: C grade
REPORTS TO: Project Lead	
Knowledge/Qualifications: ESSENTIAL <ul style="list-style-type: none">• Significant experience of working with young people or adults in either a paid or voluntary capacity• Experience of developing and delivering group sessions to people• Good awareness of local knowledge of educational and employment provision• Ability to negotiate and influence to ensure targets are reached DESIRABLE <ul style="list-style-type: none">• Good knowledge of barriers faced by young people and adults• Good knowledge of other voluntary and statutory agencies who work with vulnerable adults .• Good knowledge and understanding of data sharing legislation• Experience of persuading and influencing in business or other settings	

Skills, Qualities and Experience

ESSENTIAL

- Good interpersonal skills and the ability to communicate effectively with a range of individuals, groups and organisations
- Experience of delivering group works and presentations.
- Ability to relate to and build effective working relationships with people from a variety of backgrounds
- Ability to work with employers effectively and make persuasive presentations to them.
- Ability to work effectively in a team
- Ability to adapt to change, work flexibly and with minimal supervision
- Ability to use information technology effectively
- Problem solving skills
- Excellent time management and organisational skills
- Ability to work innovatively and identify opportunities for business growth
- Commitment and energy to deliver a high quality service
- Share with Adviza the commitment to safeguarding and promoting the welfare of children, young people and adults.

DESIRABLE

- Experience of managing a caseload and meeting targets and deadlines
- Experience of negotiating with a range of partners at all levels
- Excellent ability to prioritise tasks and work under pressure as required
- Experienced in reflective practice
- Commitment to continuous improvement and to undertake appropriate qualifications and training as required

Special Factors:

- Prepared work flexible hours including some evenings and Saturdays
- Ideally should hold a driving licence and have access to a car. Alternatively must be willing to travel via public transport across the Thames Valley area.