



JOB DESCRIPTION

Job Title: Programmes Co-Ordinator

Wages: £30,000

Hours: 9 am to 5:30 pm – Monday to Friday

Safeguarding

This organization is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment. Successful appointments to this role will require satisfactory completion of recruitment checks.

Responsible to: Centre Manager

As the Programmes Co-Ordinator, you will lead a team responsible for managing directly funded contracts, supporting employer clients, resolving issues and data management with the ESFA, DfE and the Apprenticeship Service. You will collaborate with colleagues, contribute to the sales pipeline, and participate in employer meetings and networking events. Additionally, you will ensure smooth admissions processes, manage contract documentation, and provide relevant reports to senior management in a timely manner.

Main Duties and Responsibilities:

- Work within the Operations Team providing support and fostering a collaborative and high-performing culture.
- Complete monthly data returns to the ESFA, DfE, and Apprenticeship Service.
- Administrative co-ordination of Apprenticeship and Skills Bootcamp.
- Apprenticeship Service account management including supporting employer where necessary.
- Manage the employer contribution to ensure compliance by employers within Apprenticeship and Skills Bootcamp.
- Management of Skills Bootcamp Interview and Job Outcomes milestones.
- Identify growth opportunities with existing clients, contribute to the sales pipeline, and respond to employer inquiries to promote apprenticeship programs effectively.
- Collaborate with colleagues to maximise opportunities in promoting Apprenticeships, and Skills Bootcamp by contributing to marketing and business development plans and attend employer meetings and networking events.
- Liaise with employer clients, ensuring they understand apprenticeship programs and their responsibilities as well as their requirements within Skills Bootcamp. Keep the admissions pipeline updated and provide reports for senior management.
- Act as a liaison between employer clients, their employees, and the admissions team, supporting successful applications and addressing any issues.

- Prepare and issue contracts, apprenticeship agreements, and training plans to employer clients and apprentices. Address contract queries and ensure compliance with funding rules.
- Oversee the contract portfolio, conduct audits, and update contract templates according to funding rule changes.
- Ensure the quality of all data submitted to internal colleagues and external organisations.
- Prepare all relevant documents for internal and external audits as they relate to funding and compliance.
- Generate reports for Senior Management, colleagues, employer clients, monitor team reports, and address compliance issues.
- Support clients and apprentices during periods of change, ensuring compliance with funding rules.
- Stay updated on apprenticeship and higher education sectors, specifically the ESFA apprenticeship funding rules.
- Meet the requirements in maintaining the values, code of conduct and safeguarding commitments towards a safe workplace for all – “**Do No Harm**”.
- Any other ad hoc duties that may reasonably be required by your line manager or other Senior Managers

Your JD is subject to change from time to time in keeping with business needs.

To be successful in this role you will require the following skills

- Account management experience
- Experience in contract assurance and management
- Commercial experience in a customer-oriented environment
- Preparation of audits for Ofsted and ESFA funding compliance
- Networking and partnership-building skills
- Familiarity with ESFA Apprenticeship Funding Rules, Apprenticeship Accountability Framework, Apprenticeship Service, Education Inspection Framework and Skills Bootcamp Funding Rules
- Strong organisational and IT skills
- Excellent communication and interpersonal skills
- Tact, diplomacy, and confidentiality
- Keen eye detail and accuracy of information.

Qualification Required for this Job:

- Minimum L3 Business Administration

- Regular update on CPD
- Regularly Attended Industry webinars