Job Description
Project Coordinator (Apprenticeship and Technical Education)

Service:	Place	**Team:**	Lancashire Skills and Employment Hub	
Location:	County Hall, Fishergate. Preston, Lancashire, PR1 8XJ			
Salary:	£37,563 to £42,123	**Grade:**		8
Reports to:	Manager of the Lancashire Skills Hub			

Job Purpose

The Lancashire Apprenticeship Service is a partnership between Lancashire County Council, Lancashire Skills and Employment Hub, the Local Authorities in Lancashire and members of the Lancashire Work Based Learning Forum, including colleges, private training providers and universities who provide Apprenticeship provision in Lancashire.

The Lancashire Apprenticeship Service brings together several projects delivered by the partner organisations under the Apprenticeship Service umbrella offer. This enables a one door approach to support businesses with knowledge of technical education and every aspect of apprenticeships and aims to support the delivery of high-quality programmes. This includes the Lancashire County Council (LCC) Young Apprenticeship Grant programme, the Lancashire Levy Transfer Network run by the Forum, the Lancashire Skills Pledge and promoting incentives from government.

A key part of the role is keeping abreast of policy developments in the Apprenticeship and Technical Education space – spanning V Levels, T Levels, and Higher Technical Qualifications, and communicating these in an effective way to employers and wider stakeholders.

The project provides specialised support to SMEs, with a focus on Lancashire's sectoral drivers for growth including National Security, Advanced Engineering and Manufacturing and Digital and Artificial Intelligence.

This role will work with the Manager of the Lancashire Skills and Employment Hub to update the team and partners regarding policy changes and support the development of existing and new initiatives, including opportunities that may arise due to devolution to the Lancashire Combined County Authority. The role will develop and maintain effective partnerships with schools, colleges, training providers, employers and public sector organisations to support the introduction and delivery of innovative youth employment and technical education programmes.

The role will also be responsible for delivering the Young Apprenticeship Grant programme, funded by LCC. The role will run the grant allocation process, working to agreed performance targets, budgets and timescales, and will proactively promote the grants to businesses on a one-to-one basis, at events, presentations, business expos and other networking opportunities.

The Lancashire Skills Hub aims to grow the engagement of businesses through the Lancashire Skills Pledge. This Project Coordinator will also support the growth of the Skills Pledge by engaging employers at events and promoting the pledge across Lancashire and leading the Take on an Apprenticeship Pledge.

Alongside the grant, you will offer the SMEs wraparound support including impartial information, advice, and guidance to help them through the process of recruitment and in delivering a quality apprenticeship programme, which meets the workforce needs of the business. The businesses will also be helped to access wider support through the Lancashire Apprenticeship Service.

The role will work closely with the partners of the Lancashire Apprenticeship Service to provide an excellent service to all businesses who would like support and will be a key ambassador for apprenticeships and promote the Lancashire Apprenticeship Service as a whole.

Accountabilities/Responsibilities

You will be responsible for:

- Support the planning, implementation and evaluation of existing and new technical education initiatives, working collaboratively with employers, schools, colleges, training providers and stakeholders to promote employer-informed learning and improve youth employment outcomes.
- Supporting the delivery of project outputs and outcomes, including the gathering of success stories.
- Delivering, monitoring, and supporting the finance and evaluation of the Young Apprenticeship Grant scheme.
- Contributing to the wider Lancashire Skills Hub communications and engagement plan and delivery of allied activity for example producing social media posts and delivery of presentations at events and forums.
- Building relationships with businesses, business intermediaries and Lancashire Apprenticeship Service partners.
- Supporting businesses to access the Lancashire Skills Pledge, the Young Apprenticeship Grant and provide impartial information, advice, and guidance to businesses regarding technical education and how they can engage to the benefit of their business.
- Undertaking data collection, analysis, creating reports and reporting on performance.
- Ensure awareness of wider business support programmes and signposting opportunities so that businesses can be introduced to wider business support.
- Visit businesses at their premises when required.
- Supporting the promotion of apprenticeships across Lancashire, including organising and attending events.
- Supporting the promotion and maintaining of the Lancashire Skills Pledge.
- Supporting the wider activities of the Lancashire Skills and Employment Hub Team.

Other

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

- **Equal Opportunities**
  We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**
  We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**
  We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Customer Focus**
  We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
  We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**
  We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**
  We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**
  We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification
Project Coordinator (Lancashire Apprenticeship Service)

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Requirements	Essential (E) or Desirable (D)
Qualifications:	
GCSE Maths and English A*-C	E
Experience:	
Supporting the managing of projects.	E
Experience of working independently with relevant systems, equipment and/or IT software – including MS Word, Excel, PowerPoint	E
Proven ability to work collaboratively with partners to achieve joint objectives through effective relationship management.	E
Knowledge and skills:	
Experience of the world of technical education and allied government policy - including the Skills and Growth Levy (including apprenticeship levels and standards) and wider technical education.	E
Proven ability to develop, implement and deliver project activity meeting outputs and outcomes, with a range of stakeholders.	E
Experience of building relationships with businesses and successfully influencing them to engage with projects/initiatives.	E
Effective communication, both verbal and written, and networking skills with a wide range of staff and external stakeholders. Experience of tailoring messages to different audiences.	E
Self-motivated and able to work independently across Lancashire, whilst also able to work effectively within a team (internally and with partners) to collectively achieve results.	E
Ability to plan and organise a range of activities, including meetings and prioritise effectively.	E
Able to collate project information including financial data and be able to present at high level meetings.	E
Maintenance of project records and documentation.	E
Ability to display resilience, energy, reliability, and composure when working to project deadlines	E
Consistently deliver on commitments, even when under pressure	E
Develops open and honest relationships with colleagues, customers, and partners	E

Experience of providing employers with advice and guidance around apprenticeships or other types of Work-based learning opportunities.	D
Ability to post and schedule posts on social media platforms, including LinkedIn and Facebook.	D
Ability to create engaging marketing materials using software such as Canva.	D
Other:	
Commitment to equality and diversity	E
Commitment to health and safety.	E
Display the LCC values and behaviours at all times and actively promote them in others.	E
This is an essential car user post *You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive*	E