

Job Title:	Apprenticeships Facilitator
Reports to (job title):	Head of Apprenticeships
Line Manager to:	<ul style="list-style-type: none">N/A

Job purpose

The purpose of this role is to facilitate improved use of apprenticeships across HCRG Care Group supporting with the long-term development of our workforce and future contracts.

Increasing the recruitment and retention of Apprentices from entry level to degree level, as well as the broader apprenticeship agenda is a central aspect of the role.

Offering advice and support to services within HCRG Care Group on the technical aspects of apprenticeships as well as promote their benefits.

As the apprenticeship co-ordinator, you are required to lease with Apprenticeship Providers that are on the NHS Apprenticeship Framework and service areas to generate National and Regional programmes required by the workforce demands.

Experience and knowledge of apprenticeships and the wider context of vocational education, and health is desirable but not essential as there will be an opportunity for role development

Your Base

Runcorn with some national and regional travel as required.

Key responsibilities

- Working within a dynamic and fast-paced team within the learning and development arm of HCRG Care Group, The Learning Enterprise (TLE).
- Be an advocate for high quality education and training supporting workforce development through apprenticeship routes across all levels and disciplines within health and care.
- Work alongside colleagues in respect of the recruitment, selection and support for appointed apprentices and develop a range of communications to ensure that service leads, managers and staff are fully informed about the apprenticeship agenda; this will include the organisation of webinars, network meetings, speakers and career days for apprentices.
- Develop productive partnerships with NHS England leads and apprenticeship providers including Higher Education Institutions (HEI), supervisors and assessors to ensure good practice in the support and development of the apprentice programmes.

- Monitor and manage initial applications for apprenticeship programmes, preparing for National programmes when required.
- Administer apprentice details on to the digital apprenticeship account service.
- Work with approved providers to ensure a 'fit for purpose' offering across National and Regional services is implemented and communicated.
- Support any apprenticeship expressions of interest and offer information and guidance to our colleagues.
- Provide data and develop reports specific to apprenticeships and apprentices.
- Develop apprenticeship levy income and spend accounts and projections.
- Any other relevant tasks as the business requires within the role.

Personal Specification

Essential

- Achievement of a relevant Level 3 qualification
- Maths and English Grade A – C or equivalent
- Evidence of up to date and regular Continuous Professional Development
- Experience of leading and working autonomously to deliver a program of work.
- Experience of report writing and presenting.
- Excellent interpersonal skills
- Excellent Communication skills
- Able to manage own workload and work independently
- IT Proficient
- Presentation/facilitation skills
- Ability to work under pressure and to tight deadlines
- Developed analytical and problem-solving skills
- Experience of administering digital / IT systems

Desirable

- Experience within a relevant healthcare, social care or education setting
- Knowledge of apprenticeships within a healthcare environment.

Job Description

- Knowledge of the diverse areas of work and staff within a healthcare setting such as HCRG Care Group
- A good understanding of the healthcare and social care environment, and the roles and responsibilities within it.
- Knowledge of the national data systems relating to apprenticeships
- Understanding of the Apprenticeship Levy
- Understanding of apprenticeship issues and practice
- Experience of project/program delivery