



Apprenticeships and Employability Co-ordinator **£37,653 - £41,472 per annum pending on current salary, skills, and experience**

Westminster City Council is committed to creating a Fairer City where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries.

Westminster Adult Education Service (WAES) is the City Council's adult education service and the largest local authority adult education service in London and one of the largest nationally.

Our recent Ofsted was good overall with outstanding features and will enable us to grow and develop as an organization and want someone who shares our vision of attaining excellence to join our passionate and highly skilled workforce.

We provide life-changing learning opportunities for our learners through our qualification courses, apprenticeship programmes and extensive community based provision. We work to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.

If you want to join an organisation that makes a difference in people's lives, we want to hear from you.

The role:

This is an exciting opportunity to join an existing high performing team to co-ordinate our well-established niche Apprenticeship provision that we plan to grow substantially over the next 5 years, increasing starts and the number of Apprenticeship Standards we offer nationally. In addition to this we will be expanding our employability offer to meet the needs of local residents and employers.

You will working closely with the Employer Relationship Manager to engage with local and national employers for both Apprenticeships and Employability in order to generate new starts whilst managing the Apprenticeship recruitment system and providing support to employers for recruitment, specifically in the Construction, Cultural, Hospitality and Retail sectors.

Co ordinating the team is a key aspect of the role where you will be conducting appraisals and reviews and monitoring their performance to ensure that Apprentices and employability learners are progressing, meeting their targets and ultimately achieving the Apprenticeship or qualification.

You will work with departments across the organisation to ensure that Apprentices and learners receive the support they need, exams are booked, End Point Assessments arranged, claims are made and that all data is correct in the ILR.

About You:

You will have experience of co ordinating the delivery of Apprenticeships Standards and employability programmes as well experience of managing the Trainers, Assessors and IQA's who work in the team.



You will have an Assessor qualification as a minimum and preferably and IQA qualification also. Knowledge of Apprenticeship funding rules and the Apprenticeship Accountability Framework is essential as is the ability to use the Digital Apprenticeship Service system. You need to be confident communicating with a range of stakeholders including employers, EPAOs and colleagues both verbally, in writing and giving presentations

What we offer:

We are passionate about our aim to be an inclusive workplace for all that reflects the communities we serve, and we believe everyone is valued.

We particularly welcome applicants from underrepresented backgrounds, including BAME, LGBTQ+ and those with hidden or visible disabilities.

The Service offers a competitive salary, employment benefits including a public sector pension scheme, generous holiday allowance and opportunities for Continuous Professional Development.

Please quote reference number ED/WAES/2057

To apply for this post, please complete the Application Form and EO Monitoring Form at the bottom of the website.

When you have completed your application, please email the application back to recruitment@waes.ac.uk

A Basic DBS is required for this post.

CVs will not be accepted for this post.