

JOB OUTLINE	
JOB TITLE: Foundation Apprenticeship Coordinator	JET CODE: 7407
SERVICE: East Lothian Works	
DIVISION: Education	
REPORTING TO: Employability Development Officer	
RESPONSIBLE FOR: None	
JOB PURPOSE: To support the development and sustainability of East Lothian Council's delivery of Foundation Apprenticeships. To establish strong links with schools, employers and training providers to enhance the delivery of East Lothian Council's Foundation Apprenticeships.	
MAIN DUTIES: Work closely with key staff and representatives from schools, businesses, the voluntary sector, Skills Development Scotland, East Lothian Works, Economic Development and various departments within East Lothian Council including Human Resources and Children and Young People Services in order to enhance the delivery of the Foundation Apprenticeship programmes. Have responsibility for research, marketing, co-ordination, recruitment and support of all aspects pertaining to Foundation Apprenticeships. Identify the number, scale and types of placements required to successfully deliver the FA programmes across the frameworks delivered and engage with employers to secure placements. Work with other ELW colleagues to agree an Employer Engagement strategy, aligned with supply/demand, and to minimise number of asks to employers. Plan and deliver information sessions to school staff, parents/carers and pupils to promote Foundation Apprenticeships. Responsible for completion and uploading of contractual paperwork at specific intervals determined by grant funding from SDS. Working with all delivery partners to ensure timely and accurate completion. Develop provision with appropriate partners. Advise stakeholders around the Health & Safety, PVG (where appropriate) and other parameters pertaining to DYW provision.	

Work with schools, and Authority staff, students and providers to evaluate current provision and identify areas for further development.

Work with EDO and Team Leader to oversee the budget as part of the funding from Skills Development Scotland to deliver the key elements of the placement provision.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to HND or degree level in a field related to sales and marketing, career development, education or employment or be able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

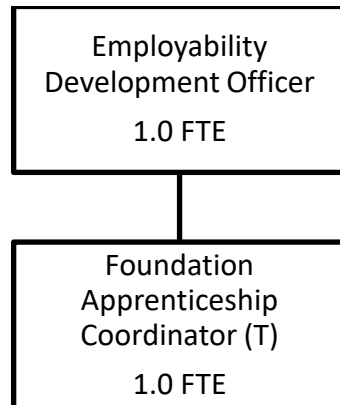
Scottish Social Services Council:

- None

TEAM RESPONSIBILITIES:

East Lothian Works, East Lothian's employability hub, brings together all employability-related services under the East Lothian *One Council Approach*. East Lothian Works is the central point of contact for employment advice, training and skills development, working in partnership with a number of external partners.

ORGANISATIONAL STRUCTURE:



PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Educated to HND or degree level in a field related to sales and marketing, career development, education or employment or be able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement. As you are required to travel to manage a workload, you must hold a current driving licence and/or have access to a vehicle.	
Previous Experience (Paid & Voluntary Work)	Previous experience of working with young people in an education or training setting and / or youth work settings. Experience of working in partnership with employers. Experience of delivering training to a wide audience.	
Knowledge/ Skills /Competencies	Ability to work collaboratively with colleagues in Education and Children and Young People Services and other agencies. Ability to communicate effectively with young people, employers and partner agencies. Knowledge of the delivery of apprenticeship programmes including relevant legislation.	An understanding of procurement processes and legislation

	Knowledge of health and safety practices in relation to work experience. Knowledge of Career Education Standards and provision in schools and for young people Knowledge of school to college link. Knowledge of how to use databases and spreadsheets and the ability to report succinctly. Knowledge of monitoring and evaluation procedures. Skills in project management. Skills in marketing.	
Personal Qualities	Effective communication skills – orally and in writing. Effective record keeping and report writing skills. Ability to relate to the working contexts of staff in schools, colleges, and businesses. Commitment to working alongside students and young people to help them benefit from the FA programmes. Commitment to Equal Opportunities and Anti-Discriminatory practices. Drive, enthusiasm, resourcefulness, and creativity. Ability to work unsupervised. Ability to successfully build sustainable, productive networks and relationships. Ability to work to tight deadlines.	

Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	
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