

JOB DESCRIPTION

Job Title:	Team Leader: Apprenticeships & External Funding
Current Grade:	Band H
Department:	External Funding, Commercial & International Division
Reports to (Job Title Only):	Contract Development Manager
Date Form Created:	23 October 2026
Similar Job Role (For Evaluation Purposes):	

Main Purpose of the Job

The Team Leader: Apprenticeships & External Funding is responsible for supporting the effective management, performance monitoring, compliance and delivery of apprenticeship and vocational qualification contracts, including Skills Development Scotland (SDS) funded activity and commercial contracts. The postholder works closely with senior managers, academic staff, workplace assessors, employers, external agencies and support staff to ensure contractual objectives, financial targets and quality standards are achieved.

The role provides operational leadership for contract administration, compliance monitoring, management information reporting and audit preparation. The postholder is also responsible for the line management, development and performance of the Modern Apprenticeship Team (4 staff) and Foundation Apprenticeship Team (2 staff), ensuring effective delivery of curriculum, learner and employer services.

Main Duties

- Support the Contract Development Manager in the preparation and submission of annual contract bids and tender submissions.
- Coordinate and monitor the delivery of SDS and other externally funded contracts to ensure compliance with contractual requirements.
- Lead the management of contract performance against agreed financial and learner recruitment profiles, targets and outcomes.
- Develop, implement and maintain quality assurance processes and quality improvement plans relating to contract delivery.
- Manage compliance documentation and data submissions through relevant funding and management systems, ensuring accuracy, completeness and timely submission.
- Coordinate preparation for SDS and other external compliance audits and act as a key contact during audit activity.
- Produce management information reports, performance dashboards and analysis for managers and stakeholders.
- Support contract negotiations, amendments, variations and related discussions with funding bodies and contract managers.
- Work with curriculum teams, employers and business development colleagues to maximise learner recruitment, achievement and commercial opportunities.
- Monitor funding utilisation and identify potential risks or opportunities to improve contract performance.

- Represent the organisation at internal and external meetings, events and conferences relating to apprenticeships, vocational qualifications and workforce development.
- Ensure changes to funding rules, operational guidance and contract requirements are reviewed, communicated and implemented effectively.
- Contribute to continuous improvement activity across apprenticeship and vocational training provision.
- Line manage the Modern Apprenticeship Team (4 staff) and Foundation Apprenticeship Team (2 staff), including workload allocation, performance management, absence management, development planning and staff support.
- Support the development of staff knowledge, skills and capability, fostering a culture of continuous improvement and high performance.

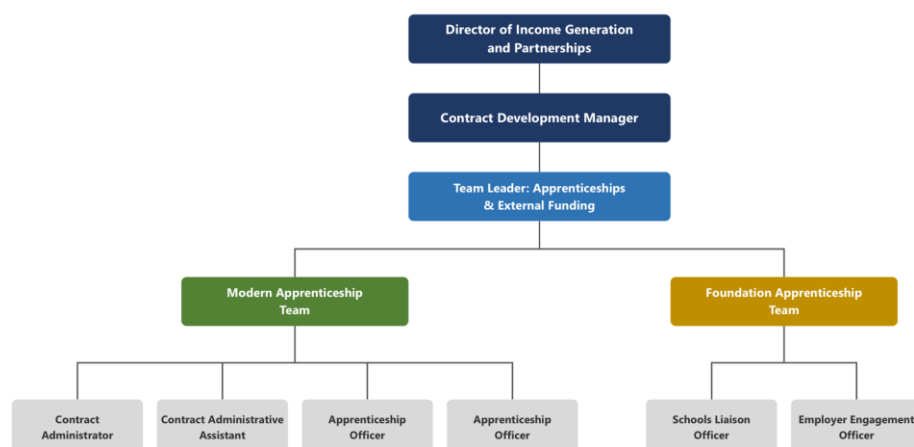
Position in Organisation

The Team Leader: Apprenticeships & External Funding reports directly to the Contract Development Manager and operates as a key member of the apprenticeship and workforce development management team.

The postholder provides direct line management and leadership to:

- 4 members of the Modern Apprenticeship Team.
- 2 members of the Foundation Apprenticeship Team.

The role works collaboratively with Programme Managers, Business Development Executives, curriculum teams, quality staff, administrators and employer partners to ensure successful contract delivery and achievement of organisational objectives.



Dimensions & Limits of Authority

The postholder has responsibility for:

- Day-to-day operational management of apprenticeship contract activity.
- Monitoring and reporting contractual performance, compliance and financial targets.
- Planning, organising and prioritising team workloads and activities.
- Making recommendations to senior management regarding contract performance, quality improvements and resource allocation.
- Resolving operational and compliance issues associated with contract delivery.
- Leading responses to contract audits and compliance reviews.
- Escalating significant financial, contractual or compliance risks where required.
- Contributing to strategic planning for apprenticeship growth and business development opportunities.

The postholder operates with a high degree of autonomy within established policies, procedures and contractual frameworks.

Key Contacts/Communication

Internal Contacts

- Contract Development Manager.
- Senior Management Team.
- Business Development Team.
- Curriculum and Faculty Teams.
- Quality Teams.
- Finance and Management Information Staff.
- Modern Apprenticeship and Foundation Apprenticeship Teams.

External Contacts

- Skills Development Scotland (SDS).
- Employers and industry partners.
- Funding and regulatory bodies.
- External auditors.
- Awarding organisations.
- Sector and professional networks.

The role requires regular verbal and written communication involving performance reporting, compliance matters, contract negotiations, audit requirements, operational planning and stakeholder engagement.

Working Environment / Sensory & Physical Demands

- Primarily office-based with regular use of computer systems and management information databases.
- Frequent attendance at meetings with internal and external stakeholders.
- Occasional travel to employer premises, partner organisations and sector events.
- Requirement to work to deadlines associated with funding submissions, audits and performance reporting.
- Periodic peaks in workload associated with contract bids, audits and reporting cycles.
- Physical demands are generally low, involving prolonged periods of computer use and attendance at meetings.

PERSON SPECIFICATION

Qualifications, Knowledge & Experience	Essential or Desirable (E or D)	Assessment Method (Application/ Interview)
Educated to HND level, SCQF Level 8/9, or equivalent, or significant relevant experience.	E	Application
Detailed understanding of apprenticeship programmes, vocational qualifications and publicly funded training contracts.	E	Application / Interview
Experience of contract administration, performance management or compliance monitoring.	E	Application / Interview
Experience of managing staff and supporting team development.	E	Application / Interview
Strong analytical and reporting skills, including the use of management information.	E	Application / Interview
Excellent communication and stakeholder management skills.	E	Interview
Ability to prioritise workloads and meet challenging deadlines.	E	Interview
Strong IT skills, including Microsoft Excel and management information systems.	E	Application / Interview
Previous experience managing SDS-funded contracts.	D	Application / Interview
Experience of audit preparation and compliance management.	D	Application / Interview
Knowledge of apprenticeship funding systems and reporting platforms.	D	Application / Interview

Further Information

We operate a Guaranteed Interview Scheme and welcome applications from:

- Black and Minority Ethnic (BME) communities
- People living with a Disability
- Care-experienced individuals
- Armed Forces veterans

Applicants who are eligible under the Guaranteed Interview Scheme and who meet all of the essential criteria at the application stage will automatically be invited to interview.

Please note that the successful candidate may be required to work flexibly to meet service needs, including varying working hours and working across different locations.

Key Dates

Advert Closing Date: 15 November 2026

Interview Date: w/b 23 November 2026

APPROVAL – INTERNAL USE ONLY

Signature – Line Manager:



Name:

Martin Smith

Job Title:

Contract Development Manager

Date:

23 October 2026