



### ***ASK Project Co-ordinator***

*Salary: £18,000 - £20,000 (pro rata), depending on experience*

*Contract type: Full Time - temporary (Maternity Cover)*

*Location: Accrington*

*Start date: September 2019*

*Lancashire Work Based Learning Executive Forum specialises in supporting its members to provide the highest quality of Work-Based learning opportunities to young people and adults within the workforce to the benefit of employers and the wider society in Lancashire. Our intention is to continue establishing Work Based Learning as a valid and recognised route of choice including Higher Education and continued career progression.*

*The Forum is seeking a highly motivated, well organised and confident individual to take ownership of the administering and delivery of the Apprenticeship Support & Knowledge project (ASK) in Lancashire schools. You will work closely with the Project Coordinator in meeting and exceeding customer expectations in delivering impartial knowledge and opportunities within apprenticeships and career progression.*

Duties Include;

- Deliver the ASK presentation and run application workshops in schools and colleges in Lancashire.
- Liaise with schools to arrange ASK events to meet the contractual targets and profile of the ASK contract.
- Support the Project Coordinator in the production of returns to funding organisations
- Maintain the Forum website content in relation to ASK and other projects
- Ensure the gathering and recording of accurate and timely project data to comply with all aspects of the ASK contract and company standards.
- Carry out general administration tasks involved in co-ordinating the ASK project.
- Be responsible for dealing with routine enquiries and other telephone calls in the absence of the Project Coordinator or the Forum Manager
- To assist with any other administration duties as deemed necessary by the Forum Manager.

## Person Specification

Qualifications
Educated to GCSE level A-C in English Language and Mathematics.
NVQ Business Administration / Customer Service Levels 3 or equivalent, or relevant experience in general administrative duties and customer engagement
Skills / Knowledge
Digital and computer literate, able to use Microsoft software competently (Word, Excel and PowerPoint). Wordpress (desirable but not essential).
Good communicator – written and oral.
Possesses excellent presentational skills, particularly to audiences of children and young adults
Demonstrates a positive and proactive approach in anticipating customer requirements and delivers to high standards of customer satisfaction.
Strong administration skills in the handling and completion of all documentation
Ability to create and develop own work programme
Demonstrates strong planning and coordination skills
Excellent organisational and time management skills
Behaviour
Demonstrates highly effective engagement and communication skills with a wide range of audiences including school children and teachers.
Demonstrate highly professional and appropriate behaviours compliant with safeguarding best practice
Demonstrates open, honest and supportive behaviours.
Demonstrates strong positive customer focused behaviours which enable the development of effective customer relationships.
Demonstrate strong focussed behaviours in ensuring a healthy and safe working environment.
Demonstrate highly professional and appropriate behaviours compliant with safeguarding best practice.
Special requirements
<ul style="list-style-type: none"><li>• Clear enhanced level DBS record</li><li>• Car owner/driver with valid insurance for business use</li></ul>

Please apply in writing with a copy of your CV and a covering letter to Tim Cutler, Forum Manager, [tim@lancsforum.co.uk](mailto:tim@lancsforum.co.uk) by Friday 19<sup>th</sup> July 2019.