

Lancashire
WBL EXECUTIVE FORUM



Education & Skills
Funding Agency

Project Worker

Salary: Up to £21,000

Contract type: Full Time – permanent

Location base: Accrington

Start date: June 2021

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 coordinating and delivering apprenticeship related projects. You will work closely with the Forum Manager, Project Coordinator and delivery partners in meeting and exceeding customer and stakeholder expectations, and meeting government and European Social Fund project contracts. The role is extremely diverse and an opportunity for the successful candidate to be an integral part of skills growth in Lancashire and the North West. This role requires some travel across Lancashire and South Cumbria therefore it is essential that you have your own car with valid business insurance (authorised business travel and other expenditure will be reimbursed monthly).

Current Projects are:

- *Apprenticeship Support and Knowledge (ASK) Programme*
- *Lancashire Levy Transfer Network (LLTN) as part of the Lancashire Engaging Apprentices Programme (LEAP)*

Duties Include;

- *Deliver presentations and facilitate application workshops in schools and colleges in Lancashire and South Cumbria.*
- *Liaise with schools and colleges to arrange ASK events to meet the contractual targets and profile of the ASK contract.*
- *Support the Project Coordinator in the production of returns and evidence to funding organisations*
- *Maintain the Forum website content in relation to ASK, LEAP and other projects*

- Ensure the gathering and recording of accurate and timely project data to comply with all aspects of the project contracts and company standards.
- Carry out general administration tasks involved in co-ordinating the related projects
- Be responsible for dealing with routine enquiries and other required support in the absence of the Project Coordinator or the Forum Manager
- To assist with any other duties as deemed necessary by the Forum Manager.

Person Specification

Qualifications
Educated to GCSE level A-C/ 4-9 in English Language and Mathematics.
NVQ Business Administration / Customer Service Levels 3 or equivalent, or relevant experience in general administrative duties, customer engagement and project working
Skills / Knowledge
Digital and computer literate, able to use Microsoft software competently (Word, Excel and PowerPoint). Wordpress (desirable but not essential).
Knowledge and experience of apprenticeships
Excellent communicator – written, verbal and interpersonal.
Possesses excellent presentational skills, particularly to audiences of children and young adults for the ASK project and to business owners for LEAP
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 pupils, teachers, career leads, employers and stakeholders
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"> • Clear enhanced level DBS record • Car owner/driver with valid insurance for business use

Please apply in writing with a copy of your CV and a covering letter to Tim Cutler, Forum Manager, tim@lancsforum.co.uk by Monday 14 June 2021.

If you would like to more before making an application and an opportunity to informally discuss please get in touch via the above email.

<https://www.lancsforum.co.uk/wp-content/uploads/2021/05/Project-Worker-June-2021-Specification-advert.pdf>