

Lancashire Forum

School and Partnership Engagement Coordinator

We have a perfect opportunity for a School and partnership engagement coordinator who is passionate about Apprenticeships and work-based learning and committed to promoting the benefits to learners, parents and carers, employers and stakeholders.

About Us

The Lancashire Forum is a 'not for profit' organisation, whose members include Independent Training Providers, Colleges and Universities, all with a presence in Lancashire. We are committed to supporting our 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 community.

We are a small team, with a big passion for helping Lancashire's learners to achieve their potential!

About You

You will be passionate about Apprenticeships, and ideally have had experience, either as an Apprentice or working with Apprentice learners.

You will have a good standard of education and an ability to present to small and large groups.

You will be able to travel to settings across Lancashire and be able to work flexibly sometimes covering careers and parent's evenings.

Above all, you will share our values of proactively supporting opportunities for learners and engaging Lancashire's businesses.

About the Job

Your role as a project worker, would include our key areas of focus including supporting the Forum's Apprenticeship Support and Knowledge (ASK) Programme, which is delivered in secondary schools, training providers and colleges across Lancashire and Cumbria. You will be asked to attend events, deliver presentations (often to full year groups), and facilitate sessions on CV building, Application and interview techniques to classroom-based groups. Some sessions are held in the early evenings, or can also be early morning assemblies, so some flexibility is needed.

You will get involved in the wider activity of the Forum, working with local businesses and other key stakeholders to help signpost Apprenticeship opportunities. You will support initiatives such as the North West Apprenticeship Ambassador Network, the Lancashire Levy Transfer Network and the Lancashire Skills Pledge.

Our office location is in Accrington, with flexible/hybrid working. Normal office hours are 8am-4pm, 37.5 hours per week.

The Benefits

- Hybrid / flexible working arrangements

- Salary of £24,000 - £25,000 dependent upon experience per annum (or pro rata if part time hours)
- 25 days holiday plus Bank Holidays
- Enjoy your birthday off
- Health Care Package
- Company Pension Scheme (5% Employer contribution)
- Travel Expenses
- All IT Equipment Supplied

And of course...working in a small, friendly, and supportive team.

Next Steps

If you want to know a little more, please contact Sarah Holland, Project Worker who is the current post holder.

Sarah@lancsforum.co.uk

Telephone: 07534 493 111

Or, If you are excited by the prospect of joining our team, please send a CV summarising your recent experience to Nina Dixon Forum Manager to the email address below:

Nina@lancsforum.co.uk

Please note that Nina Dixon is on AL until Monday 20th May

Please Like and Share...

Not the job you are looking for? If you know someone who'd be great in this role, please help them (and us!) by sharing this opportunity.