

Lancashire WBL Executive Forum
School and Partnership Engagement Coordinator
Job Description

Job Title:	School and Partnership Engagement Coordinator
Responsible to:	Forum Manager
Main Purpose	<ul style="list-style-type: none"> • Administering and delivering the Apprenticeship Support & Knowledge project (ASK) in Lancashire • Coordination and administration of the Lancashire Levy Transfer Network • Liaising with and supporting the Lancashire Apprentice Ambassador Network • Delegated tasks as directed by the Forum Manager to support Forum events and activities

Duties and Responsibilities

<p>Apprenticeship Support and Knowledge (ASK)</p> <ul style="list-style-type: none"> • 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 Manager in the production of returns to funding organisations • Maintain Forum website content in relation to ASK • 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 Manager or the Forum Manager <p>Lancashire Apprenticeship Ambassador Network (LAAN)</p> <ul style="list-style-type: none"> • Engage with the Lancashire Apprenticeship Ambassador Network, sharing diary events in advance to further engage learners in choosing suitable career opportunities • Meet with and provide updates to the LAAN
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- Engage with the North West Ambassador Network sharing good practice and data relating to the LAAN
- Share ambassador attendance and case studies on social media platforms

Lancashire Levy Transfer Network (LLTN)

- Manage the LLTN website applications from both donating and receiving organisations
- Communicate with organisations to support successful applications and making the match with Levy donating businesses
- Maintain social media presence to highlight the benefits to the business community

Person Specification

Qualifications

- Educated to a minimum of GCSE level A-C (4-9) in English Language and Mathematics.
- NVQ Business Administration / Customer Service Levels 3 or equivalent.

Skills / Knowledge

- Computer literate and able to use Microsoft software competently (Word, Excel, Teams and PowerPoint). Wordpress (desirable but not essential).
- Good communicator – written and oral.
- Possesses excellent presentational skills, particularly to audiences of young people
- 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.
- Demonstrates 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.

Special requirements

- Clear enhanced level DBS record
- Car owner/driver with valid insurance for business use