

Job Description

Role Title: Learning and Development Coach

School / Dept: Faculty of Science, Engineering
and Environment

Reference: MPF2283

Grade: Grade 6

Full or Part time: Full time and Part time

Hours: 36.25 and 21.75

Overview

The University of Salford is committed to delivering high-quality and compliant apprenticeships. We recognise that apprentices have different needs and work to ensure they all receive outstanding learning experiences enabling them to reach their potential. We build highly effective partnerships with employers and key stakeholders. We ensure apprenticeships are in occupational areas where there is a shortage of trained staff and meet skills needs both locally and nationally. Demand from industry for our apprenticeship provision highlights that we are achieving sustain and grow our high-quality apprenticeship provision to meet the skills needs of the Greater Manchester economy. More information about Apprenticeships can be obtained from: <https://www.instituteforapprenticeships.org>

The Faculty of Science, Environment and Engineering (SEE) is an inter-disciplinary School comprising world-leading research and teaching that is industry relevant and aims to transform the quality of life for society and deliver a more sustainable future. We have a long tradition of delivering flexible teaching programmes that are accredited by organisations such as the Royal Institution of Chartered Surveyors and the Chartered Institute of Building. Our Directorate of Sustainable Built and Natural Environments comprises a multi-disciplinary team who collaborate closely with industry and many of our graduates then go on to hold leadership positions in industry and academia throughout the world. We deliver a range of apprenticeship programmes: Chartered Surveyor, Construction Site Manager and Construction Site Supervisor. You can find out more about our School here: [Careers at the School of Science, Engineering and Environment | University of Salford](#)

Due to expansion we wish to appoint a Learning and Development Coach (Apprenticeships) who will strengthen our student support team. The appointee will join our dedicated apprenticeship team and the primary role will be to regularly engage with and support our Apprentices as they navigate their working and learning journey towards their degree and professional accreditation goals.

We are flexible in relation to the role and will consider part time options for the right candidate.

About you

We want you to join our team and work with us creating the professional and graduates of the future. You will be passionate about widening participation to higher education and enabling student success. Having an eye for detail and an ability to work effectively, independently and within a team environment, is essential. As you will be working with a wide variety of employers and University colleagues the ability to communicate effectively is crucial. You will be able to identify issues, problem solve and work collaboratively to find solutions. We want to employ people who embrace diversity and appreciate the importance of enabling every individual to succeed. We want you to be passionate about your role in enabling us to provide high-quality and compliant apprenticeships that prepare all our apprentices for occupational competence, successful careers and making a difference.

Role Purpose

This is an exciting opportunity that requires supporting apprentices throughout their apprenticeship journey:

Key aspects of the role will be to lead on:

- Recruitment activities: open days, interviews
- Initial needs assessment and individualised learning plans
- Learning on day 1
- Portfolio development
- Work based learning support
- Developing and maintaining effective links with employers
- Conducting and recording regular tripartite Progress Review Meetings
- Monitoring of off-the-job training, attendance/engagement, change in circumstances
- End Point Assessment

Principal Duties & Responsibilities

- Maintain familiarity with relevant professional body requirements and support apprentices to meet programme requirements
- Have thorough understanding of the relevant apprenticeship standard/s and support apprentices to evidence achievement of the knowledge, skills and behaviours including timely completion of portfolios
- Ensure apprentices have a thorough understanding of their Gateway and end point assessment (EPA), how the on-programme element prepares them for this and support them through to successful completion
- Plan, deliver and evaluate formal and informal information sessions on apprenticeship and work- based learning for apprentices, staff and work-based supervisors/assessors/mentors.
- Organise, attend and document regular tripartite progress review meetings for apprentices to address apprenticeship requirements including industry and professional body obligations.
- Give advice on academic programme structure to apprentices and employers in relation to the relationship between academic and industry aspects of apprenticeship.
- Support apprentices and programme teams to embed apprenticeship essentials such as safeguarding, prevent, fundamental British values, equality, diversity and inclusion, maths/English/IT, health and wellbeing
- Liaise closely with support services and proactively support apprentices engagement of these and wider university/employer opportunities/support networks
- Monitor academic and industry performance of apprentices, and provide support and intervention as required, in conjunction with the relevant academic team (including programme and module leaders) and employers.
- Ensure apprentices are compliant with funding/university requirements by monitoring off-the-job, change in circumstances, attendance/engagement and evidencing learning on day 1
- Maintain accurate and comprehensive records of interactions with each apprentice.
- Prepare regular progress reports in respect of each apprentice. Working in partnership with academic and professional service colleagues alongside external partners to ensure that apprenticeship provision information and evidence is being recorded consistently and correctly at School level, and that evidence is available to support eligibility and progression at all points of the apprenticeship learner journey.
- Act as key point of contact between the School and the apprentice's employer.

- Proactively engage with recruitment activities e.g., recruitment/careers fairs
- Work with programme leaders and central admissions teams and employers to coordinate and oversee apprentice recruitment and complex onboarding activities.
- Pro-actively manage and organise ongoing apprentice relationship, to maximise prospects of apprentices complying with relevant obligations, including timelines.
- Attend/coordinate apprenticeship meetings with School, university and employer representatives to report on Apprenticeship and Apprentice progression.
- Work as a team player using data effectively to inform the work of the team. Manage workload peaks and troughs, assigning activity and ensuring that there are no single points of failure.
- Report to nominated Apprenticeship Lead and as required to Director or nominee
- Perform any other duties appropriate to the grade as may be required by the Dean of School.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- Engage with the University's commitment to deliver value for money services that optimise the use of resources by maintaining a cost-conscious approach when undertaking all duties and aspects of the role.
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with university policy.
- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

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Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D), and will be assessed by Application Form (A), Interview (I), Presentation (P), or Test (T), as indicated.

Qualifications

1. A degree (or equivalent relevant experience) (E) (A)
2. A mentoring/coaching/education qualification (D) (A)

Background and Experience

3. Experience of working in a professional context (preferably within a relevant area) (E) (A) (I) (P)
4. Experience of recording data to a high standard using a variety of different IT platforms (E) (A) (I) (P)
5. Experience of securing and maintaining membership of a professional body (D) (A) (I)
6. Experience of working in the Higher Education and/or supporting students/learners (D) (A) (I) (P)

Knowledge

7. The nature of working successfully in a professional context (E) (A) (I)
8. The subject sector in a professional context and/or of the apprenticeship agenda (E) (A) (I) (P)

Skills and Competencies

9. Excellent communication, interpersonal and team-working skills and an ability to engage effectively and in a professional way with a range of industry stakeholders (E) (A) (I) (P)
10. Ability to work independently and manage own time in order to meet time limited regular objectives (E) (A) (I) (P)
11. The ability to motivate, coach and support students and have knowledge of individual learning styles and development needs (E) (A) (I) (P)
12. Competence in the use of standard software packages (E) (A) (I) (P)
13. Ability to travel to a wide range of offices and employers, primarily within Greater Manchester but also potentially across the Northwest and beyond (E) (A)