

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

Department	Personnel
Location	Merton House
Section	Corporate Learning & Development Unit
Post	Apprenticeship Co-ordinator
Grade	SO2

Responsible to	Work Based Learning Manager
Responsible for	-

JOB PURPOSE

To maximise the training, development and employment opportunities for young people in Sefton.

MAIN DUTIES

- 1 To raise awareness of and promote Apprenticeships in Sefton Council working closely with Personnel and departmental managers.
- 2 To increase the number of young people employed by the Council in training via the 'Passport to Move On' model
- 3 To work closely with training providers to ensure high quality training is provided to young people employed by the Council
- 4 To monitor and report on progress for both individuals and departments.
- 5 To organise and deliver employability skills to all Apprentices on the 'Passport to Move On' programme
- 6 To work with departments to identify entry-level posts that could be "ring-fenced" as Apprenticeship posts
- 7 To work with partner organisations involved in supporting young people (e.g. Connexions Service) so as to increase the pool of young people coming forward for employment
- 8 To represent the Council in appropriate forums relevant to the post holder's area of responsibility
- 9 To measure outcomes against agreed success measures