

# Director for Careers, Apprenticeships and Employer Partnerships

## job description

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### POSITION OVERVIEW

<b>Title:</b>	Director for Careers, Apprenticeships and Employer Partnerships
<b>Location:</b>	Central London – Bloomsbury
<b>Contract:</b>	Full-time; permanent
<b>Salary:</b>	Salary commensurate with experience
<b>Start date:</b>	1 August 2019
<b>Benefits:</b>	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension scheme (optional) and private healthcare (optional)

The Director for Careers, Apprenticeships and Employer Partnerships is responsible for spearheading the development and delivery of the overall apprenticeship and employer engagement strategy in the UK, and ultimately in Europe, in the three areas of Careers, Apprenticeships, and Co-ops. The Director will manage internal and external resources between NCH at Northeastern, and Northeastern University to create and maintain a positive and effective presence between the institutions, work-force development, education, and business.

Working closely with and collaborating with NCH staff and Northeastern staff, the Director supports the overall execution of the careers, apprenticeships, and employer partnerships areas at NCH at Northeastern to ensure an integrated approach.

The Director is outcomes focused in developing strategies and ensures tracking of objectives to measure effectiveness of careers, apprenticeships and employer partnership approaches in meeting strategic goals and objectives.

### KEY RESPONSIBILITIES INCLUDE:

- a) To develop and to create a growing employer base in key sectors and occupations in the areas of Careers, Apprenticeships, and Co-ops.

- b) To develop and deliver local, national, and international networks, strategic partnerships and alliances, and employer relationships to secure the reputation and influence on behalf of NCH and Northeastern.
- c) Increase the visibility of NCH and its' graduates to employers to increase the opportunities for these students post NCH.
- d) To establish, measured by key performance and satisfaction indicators, a successful, profitable and highly regarded careers and apprenticeship programme, as well an extension of the Co-op programme, as part of the NCH at Northeastern portfolio. These programmes will meet regulatory and governance requirements for compliance and quality and deliver an efficient and effective end-to-end process for employers and student/apprentices.
- e) To lead and inspire innovation, creativity, and commitment to be the best-in-class from the direct team and the network of colleagues across NCH and Northeastern necessary to deliver these programmes.

## QUALIFICATIONS

A Masters degree is required.

10+years' experience in higher or further education, in the areas of careers, apprenticeships, work-based training and employee engagement.

The successful candidate will possess experience in establishing and running an apprenticeship program and running a careers service within a higher or further education environment.

Excellent staff development skills and a demonstrated success in developing and executing comprehensive work-based education and skills for individuals in complex organizations.

The candidate must have tangible success advising people in high-level positions, supervising staff, managing critical situations, and experience with the interface between higher or further education and businesses.

The candidate should be decisive, results-oriented, strategic and creative. He/she must thrive in a fast-paced environment and be able to motivate team members and influence peers.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

Responsibility	Percent of Time
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<p><b>Careers</b></p> <ul style="list-style-type: none"> <li>• Lead and develop the Careers function and offering at NCH for NCH students (current and alumni) so that there is a first-class support for students to help them pursue their careers after NCH leveraging the support of the Northeastern team.</li> </ul>	<p>35%</p>
<p><b>Apprenticeships</b></p> <ul style="list-style-type: none"> <li>• The start-up and implementation of NCH/Northeastern’s first UK skills programme for employers.</li> <li>• With apprenticeships at the heart and supported by the team at NCH and Northeastern, this role will create the skills and apprenticeship offers for employers, establish an efficient apprenticeship delivery team and build Northeastern’s reputation and client base to sustainable profit.</li> </ul>	<p>35%</p>
<p><b>Co-ops</b></p> <ul style="list-style-type: none"> <li>• The management and development of NCH/Northeastern’s co-op programme in the UK.</li> <li>• Supported by the team at NCH and Northeastern, this role will create the network and offering that will allow Northeastern students to pursue Co-op opportunities in the UK and also for NCH students to access Northeastern’s wider Co-op network.</li> </ul>	<p>20%</p>
<p><b>Strategic Partnership Development &amp; Management</b></p> <ul style="list-style-type: none"> <li>• Working in close collaboration with NCH and Northeastern, this role will be responsible for developing and executing a strategic partnership plan aligned to specific metrics related to careers, co-op, and apprenticeships, as well as broader strategic initiatives related to the University’s Global Campus system and Lifelong Learner Initiatives.</li> </ul>	<p>10%</p>

**APPLICATION PROCESS**

Applications should be made via this link by midnight, **17 July 2019**. Please reference your application “**SD0619**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications will be reviewed on receipt and it is likely that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.