



# Apprenticeship Operations Manager

## Job Description

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### POSITION OVERVIEW

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| Location   | : | Bloomsbury, London   |
| Base       | : | Office based   |
| Term       | : | Full-time; Permanent   |
| Salary     | : | £40,000 to £45,000, depending on experience  |
| Start date | : | Immediate, but no later than February 2019   |
| Benefits   | : | Competitive benefits package including 25 days holiday, pension scheme, life insurance and optional private healthcare |

This is an exciting opportunity to join the College at a time where Apprenticeships are a new development, with this person being a key role in the success of Apprenticeships at the College. We are looking for someone who can coordinate and continuously improve the development, coordination and delivery of the College's degree and higher apprenticeships programmes and contracts, including Education and Skills Funding Agency (ESFA) contracts. Responsibilities include planning, organising and controlling all aspects of contract delivery. The successful candidate will also manage the contractual and relationship elements of the ESFA's apprenticeship funding.

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities has established itself as a student focused, university-level college based in the heart of London. Small by design, we offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, including our gold

standard one-to-one tutorial system. In 2019 NCH entered a partnership with Boston based research university Northeastern University.

### DUTIES AND RESPONSIBILITIES

- Plan the delivery of the College's degree apprenticeships programmes and contracts.
- Ensure that apprenticeships are set up on the ESFA systems and the appropriate processes are in place for recruitment.
- Develop programme and contract evaluation frameworks to assess the strengths of programmes and contracts and to identify areas for improvement.
- Develop and maintain management systems and procedures of programmes and projects in line with individual audit and reporting regulations.
- Oversee the collection and maintenance of data and records of programmes for statistical purposes according to funder requirements and the College's financial regulations.
- Coordinate claims/invoices, monitoring information and reports as required by the ESFA and other external funding bodies and clients.
- Liaise with specialist technical experts within the College to deliver the apprenticeship contract which is compliant with the ESFA Performance Management rules.
- Ensure that programmes/contracts operate within approved budgets, monitoring and approving all programme expenditures.
- Work with Finance Business Partners to manage all programme/contract funds according to accounting policies and procedures and the College's financial regulations and ensure that all financial records for programmes are accurate and up to date.
- Identify and evaluate the risks associated with programme activities and take appropriate action to control the risks.
- Monitor programme activities on a regular basis and conduct an annual evaluation according to the programme evaluation framework.
- Facilitate any internal or external review or evaluation of programmes.
- Report evaluation findings and recommend changes to enhance the programme as appropriate.
- Collaboration with the marketing team to promote the College's engagement with students and employers
- Participate in the College appraisal process and take responsibility for identifying your own professional and career development needs.

### Other duties

- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training and as instructed by the College.

### Application process

Applications should be made via [this link](#) by midnight, **26 January 2020 (REVISED CLOSING DATE)**. Please reference your application "AOM1019". Participation in the equal opportunities section is encouraged, but voluntary.

**Early application is actively encouraged. Applications will be reviewed weekly and successful applicants will be contacted for an interview. Advertising will continue until the role is successfully appointed to.**

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.

### PERSON SPECIFICATION

Honours degree or equivalent professional or vocational qualification [E]

Experience managing apprenticeships programmes including development and evaluation, preferably within Higher Education, although Further Education experience is acceptable [E]

Experience of audit, compliance and reporting requirements relevant to this post [E]

Strong communication (verbal and written) and relationship management skills, including effective stakeholder and partnership working [E]

Ability to prioritise workload, exercise good time-management and the ability to work to deadlines, and excellent organisational skills [E]

Excellent planning and project management capabilities [E]