

Role: Education & Training Administrator - Full Time (40 hrs per wk)

Salary: £26,000 - £29,000 + uncapped bonus + excellent benefits

(Bonus is achievable on supporting the learner process to ensure high completion rates)

Location: Ignite Sport UK (OX3 0NQ) - Option for 2 days per week WFH

Established in 1999, Ignite Sport UK's primary aim is to inspire people with sport, activity, and wellbeing, and to help create a sense of achievement for participants of all ages, backgrounds, and abilities. Based in Oxford and operating nationally, we provide a portfolio of training and services to individuals, schools and the sports industry.

A registered training provider for sport & education qualifications, working in further education, apprenticeships, and adult education. We are listed on the register of apprenticeship training providers (RoATP) and hold a direct contract with the ESFA. We also work with funding partners to deliver up-skilling CPD for sports coaches and sports organisations. We use a blended learning approach with a combination of on-the-job training, face-to-face training, and online e-portfolios.

We are seeking an ultra-organised administrator to coordinate the organisational elements of the apprenticeship, education, and training services of the business. This role will ensure that systems and processes are effectively implemented. In addition to the administrative work is support to our sales and management team and policy and procedure responsibilities.

Key duties & responsibilities:

1: To understand and continuously self-educate with updates on funding agency requirements.

- complete required Continued Professional Development
- comply with funding rules, provider support manual and ILR specification
- advise staff and employers on funding agency requirements and supporting them to comply with the requirements.

2: Co-ordinate the processing and validation of data associated with student and course activity. This will include:

- calling employers and supporting them through the setting up of the digital apprenticeship account and reserving of funding
- signing off the suitability workflow once the funding is in place
- working with the systems manager to ensure the ILR and apprenticeship paperwork matches the DAS

- checking the apprenticeship data match report weekly and liaising with the apprenticeship team and the employer to ensure the DAS and ILR are error free
- supporting the development of systems and procedures to ensure an efficient and co-ordinated approach to apprenticeships
- The implementation of processes for data collection and maintenance to support quality improvements

3: Maintain the validity and integrity of learner and curriculum data within the organisation, including (as appropriate to the role):

- Undertaking systematic checks to ensure the validity of learner, course and attendance data to support funding claims
- Maintenance of the Digital Apprenticeship Service
- Communication with employers, external agencies, partners and the wider setting, providing information and support as required
- Co-ordination of apprenticeship records, providing an appropriate and responsive service
- Maintenance of the electronic register systems.
- Creating and validating ILR files

4: Ensure all curriculum and learner records are complete and accurate and:

- Are available for internal and external audit as required
- Support the timely and accurate submission of funding and data returns
- Producing timely and accurate reports on your area of work

Additional responsibilities

Support the business development and sales staff to build effective relationships with key employers

Ensure policies and procedures are in place and reviewed annually

Coordinate internal staff training & CPD

Keep accurate records in line with GDPR

Coordinate enrolment and induction of learners

Assist with open events and recruitment processes

Essential Criteria:

- The successful applicant must already have experience of working within an education and/or training business or setting.
- Full, clean driving licence and use of a vehicle.
- Excellent communication skills – presentation, written and verbal.
- Exceptional people skills.
- Time management and organisational skills.

Desirable Criteria:

- Competent in submitting apprenticeship data via Government services and systems (DAS/IDAMS/ ILR)
- Understanding of training and apprenticeship funding criteria
- A knowledge of sports qualifications
- An interest in sport
- Knowledge of OneFile
- Knowledge/qualification in safeguarding
- Knowledge/qualification in data protection

We operate a strict pre vetting policy. Candidates will also undergo a staff suitability process including an Enhanced DBS check.

The ability to drive and have daily access to a car is essential.

Benefits:

- Free Childcare (school holidays)
- Company events
- Mentoring, regular CPD and personal development
- Flexible working
- On-site parking & cafe
- Wellness programmes
- Annual health and wellbeing grant
- Pension

To apply: Email CV and covering note on why you should be considered for this role to Becca Sear: b.sear@ignitesportuk.com (Application deadline: January 28th)