

Role: Apprenticeship Skills Coach (Leadership and Management).

Background: 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 businesses, 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 levy contract with the ESFA. We use a blended learning approach with a combination of on-the-job training, face-to-face training, and online e-portfolios.

This is a Workplace Skills Coach and Co-Ordination Role focusing on our Management & Leadership Learners but with a remit to support and co-ordinate across all learners on our apprenticeships, which include Sports Coach/Teaching Assistant/Content Creators. Apprenticeships are a key area for the Ignite Training business, providing opportunities for existing employees to develop their skills and attain qualifications and new to the workplace learners to earn as they learn and develop a career.

Job type: Full-time (40 hrs per week). Part-time would be considered for the right candidate (min 3 days per week/pro-rata remuneration)

Location: Head Office, field, and home based

Head office: OX3 0NQ / **Midlands office:** B91 2PP

Key Responsibilities:

To support apprentices and their employers, we require an individual who has subject matter experience within Leadership and Management, preferably within an apprenticeship delivery (or private sector) training organisation.

Able to co-ordinate the learners learning journey from induction, on programme learning, gathering the evidence to demonstrate the knowledge skills and behaviours that the apprenticeship standard requires, through to preparation for their End Point Assessments.

Working closely with our tutors/trainers/facilitators who will deliver the knowledge content via online or face to face workshops.

Using our LMS (OneFile) for communication and collation of work from and with our learners.

Working closely with employers and learners to ensure there are no barriers to learning.

Ensure that all ESFA rules are adhered to in our delivery and working practices.



Keep up to date with ESFA rules and ensure communication to all key stakeholders, adapting our working practices to meet any new ESFA funding rules.

To conduct regular tripartite reviews with the apprentice's line manager and apprentice to successfully complete a timely EPA.

Work with lead trainers/tutors to check learner progress is to agreed targets in preparation of tripartite reviews and to ensure timely completion of EPA

Essential criteria:

Excellent communication skills at all levels

Level 5 or above subject specialism

Full Driving Licence

Knowledge of Ofsted Education Inspection Framework (EIF) & Matrix Standard

Experience in Awarding organisation procedures and requirements

Apprenticeship Accountability Framework

English and maths contextualisation and embedding of skills development within vocational learning

Experience in the delivery of ESFA contracts

Desirable qualifications/skills:

Level 5 Management qualification or above. (CMI Level 5/7 ideal)

Level 3 CAVA and Level 4 TAQA or equivalent

CIPD Certificate in Learning and Development Practice

PGCE FE

PTLLS

TAQA Units - D32, D33, D34 (with relevant A1 / V1 / TAQA updates) and TAQA EQA)

Safeguarding qualification to Level 3 (desirable)

Benefits:

Salary: Grade 5 to 6, £28,000 to £35,000 (dependent on experience)

25 days holiday + bank holidays

Pension with employer contribution



Free childcare at Ignite Holiday Camp Settings (Oxford based)

Annual employee wellbeing grant & perks

Good to know:

On-site parking at head office/midlands office

We reward excellence annually with staff awards, socials & incentive opportunities

We uphold a robust recruitment process. Applicants must be eligible to work in the UK and willing to undergo an enhanced DBS check with additional prior employment vetting.

Oxford City Football Club is an Equal Opportunities Employer. We celebrate diversity and are committed to creating and maintaining an inclusive environment for all employees.

To apply:

We invite applications via email to Hannah Spelzini h.spelzini@ignitesportuk.com letting us why you are perfect for this role. Please include a copy of your CV. Shortlisted applicants will be invited to apply formally via application form in line with our safer recruitment procedures.

Application deadline: 25th July 2024