

Job Description and Key Performance Objectives

Job title	ASK Project Facilitator and Coordinator (Secondment – September – December 2019)
Reporting To	Project Manager
Company	Greater Manchester Learning Provider Network
Hours	Circa 22.5 hours (0.6 FTE) Wednesday, Thursday & Friday
Role Purpose	<p>The Greater Manchester Learning Provider Network is one of the largest provider networks in the country.</p> <p>Part of our role is to promote Apprenticeships to young people in schools and colleges across Greater Manchester. We deliver The Apprenticeship Support & Knowledge (ASK) Programme which provides impartial Apprenticeship information to students in Years 10-13, as well as their parents and teachers.</p> <p>The ASK Project facilitator will deliver the sessions in schools including but not limited to:</p> <ul style="list-style-type: none"> • Assemblies • Classroom presentations • Support students to use the Find an Apprenticeship website • Parents Evenings <p>Our offices are based in Middleton, however the nature of your role will require you to work across Greater Manchester and beyond. You will also be required to work some evenings dependent upon demand from schools.</p> <p>Due to the nature of the role the successful candidate must have a full driving license and the use of their own car. We will pay appropriate travel expenses.</p> <p>The successful applicant will be required to undertake a CRB check.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Deliver sessions in schools and colleges across Greater Manchester • Collect the project evidence required from schools and colleges • Update GMLPN project database • Update national ASK project database and submit evidence • Support Apprentice Ambassadors at sessions
Experience	<ul style="list-style-type: none"> • Experience of delivering presentations to students • Experience of engaging with school staff • Previous experience of completing administrative tasks to time and to a high standard
Preferred Knowledge/Skills	<ul style="list-style-type: none"> • Knowledge of Apprenticeships for young people • Knowledge of project support / management techniques
Personal Specifications	<ul style="list-style-type: none"> • Committed individual who possesses energy, drive and focus • Customer focused • Professional • Ability to work on own initiative
Salary	To be discussed
Closing Date	22 August 2019
<p>Greater Manchester Learning Provider Network is an equal opportunity employer and we welcome applications regardless of race, religion or belief, disability, gender, sexual orientation or age.</p> <p>This organisation is committed to safeguarding and promotes the welfare of all employees and expects all staff to share this commitment.</p>	