

Apprenticeships Manager

Purpose of the team

The Talent Management team supports the organisation to end educational inequality by recruiting, developing and retaining great people to lead Teach First and deliver our mission. We do this through talent acquisition, talent assessment, learning and development, management development and leadership development.

By recruiting the right people into well-defined roles and offering them the training and development they need to succeed, our team supports the Teach First vision of ending educational inequality.

Purpose of the role

In April 2017, the government introduced a mandatory apprenticeship levy for all organisations over a certain size. This levy can only be spent on apprenticeship training. Teach First is contributing to the levy and has recently scoped out how we will spend our levy contribution.

The purpose of this role will be to manage our apprenticeship levy expenditure including supplier procurement, apprentice recruitment, line management and deployment of 7 apprentices, working with the organisation to understand apprenticeship needs and owning the ongoing tracking of levy expenditure. This role is responsible for the ongoing management of a pool of 7 apprentices, to be deployed on different projects across the organisation. The successful candidate will need to design a process for brokering the apprentice resource across the organisation that works to meet business demand and the development needs of the apprentice.

The successful candidate will also be responsible for scoping out the apprenticeship plan for the 2018/19 academic year.

This role adds value to the organisation in a number of ways:

- Ensuring that our levy contribution is used in the most cost-effective way possible, in line with our organisational commitment to value for money;
- Using apprenticeship recruitment as a means of increasing the diversity within Teach First and an opportunity to put our commitment to Impact Goal 4 into action (Narrow the gap in the proportion of young people taking part in further education or employment-based training after finishing their GCSEs)
- Exploring how the apprenticeship levy can be used to upskill our existing workforce

What you do

At this level you will:

- Report into the Head of Talent Management
- Manage Teach First's response to the apprenticeship levy and pilot this across the organisation
- Work closely with training providers to deliver a top quality apprenticeship experience to new and existing employees.

Your responsibilities include:

- Leading the procurement process for procuring apprentice training provider(s)
- Leading the recruitment of 7 Business Admin apprentices in 2017/18.
- Line management and deployment of 7 Business Admin apprentices.
- Designing and delivering line manager training for hiring managers.

- Being an internal advocate for apprenticeships and work with managers in Teach First to identify their apprenticeship needs.
- Tracking the Teach First levy contributions and expenditure.
- Ongoing procurement and supplier management of apprentice training providers.
- Designing deployment and brokering process for the business to ensure that apprentices are placed according to business demand and their learning needs.
- Scoping out the 2018/19 apprenticeship plan and secure cross-organisational support.
- As part of the role you may be required to travel to other UK locations from time to time. You will may also be required to attend away days/retreats and the annual “Offsite” event which is mandatory for all employees.
- The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need.

You're good at

Essential:

- **People Management** - proven line management experience and experience leading a team of 5-7 people, including entry level roles; experience of recruiting entry level roles; experience in people deployment.
- **Relationship Management** - substantial experience working with external suppliers and ongoing stakeholder management.
- **Communicating & Influencing** - ability to influence a range of stakeholders, from entry level employees to senior leaders.
- **Project Management** - experience of implementing and refining a strategic project or pilot programme; strong planning and programme management skills; budget tracking experience of at least £100,000.

Desirable:

- Experience leading a procurement process
- Experience in designing and delivering line manager training.

All our employees are expected to model [our values](#) and help others to do so.

Location

London. Local Area Office, 6 Mitre Passage, Greenwich Peninsula, SE10 0ER

Salary

£40,070 + £3,000 London Weighting Allowance (pro-rata) + excellent benefits.

Contract type

22 ½ hours per week. Work pattern to be decided with the successful applicant in the interests of both the applicant and the team.

One year FTC until 30th November 2018.

Apply

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate, please apply via your HR Self Service menu.

Next Steps

We aim to provide feedback to all applications within 10 working days from the closing date.

First stage interviews to be held 16th November 2017.