



## **Apprenticeship Adviser - Solent Growth Partnership**

**Salary:** Band 7 - £32,061 - £36,363 per annum

**Hours:** Full Time 37 Hours

**Contract:** Fixed term for 18 months

**Location:** This post will be based in Portsmouth and will include travel to Secondary Schools across Solent Region, including Southampton, Portsmouth, and the Isle of Wight. The postholder will be expected to work approximately 2 days in the office each week.

This role requires a Disclosure and Barring Service (DBS) check at Standard/Enhanced level which will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

### **The Service**

Solent Growth Partnership is a collaboration between Isle of Wight, Portsmouth City and Southampton City Councils. We work collaboratively to deliver innovative business support and training solutions and help businesses across the Solent to grow, develop and succeed.

Our services include the Growth Hub, Skills Bootcamps and many other business focused initiatives.

This role will also include working collaboratively with Solent Careers Hub Lead, Enterprise Coordinators, and external stakeholders.

### **The Role**

The Apprenticeship Education Adviser will be responsible for delivery education around Apprenticeships to schools across the area including Portsmouth, Southampton and Isle of Wight. Across a 12 month period we would expect that every secondary school will be offered a minimum of 3 sessions. These sessions could include general apprenticeship information, creating a find an apprenticeship account, creating a CV or something else relating to the transition from school to an Apprenticeship.

### **Key Responsibilities**

1. Establishing and growing the knowledge around Apprenticeships across the area to ensure that every young person leaves school being aware of every option open to them.
2. Build and maintain effective relationships with schools and colleges across the patch, ensuring:
  - a. The development needs of each institution is identified.
  - b. That a minimum of three sessions is offered per school in the area.
  - c. If there are any requests over and above the minimum that these are prioritised in a sensible manner.
3. Recruit Enterprise Advisers (EAs) from local businesses and successfully matching them to schools and colleges within the Careers Hub. Provide support to EAs in scoping, identifying, and addressing the needs of their matched school.
4. Contribute to the monitoring and impact tracking of the Careers Hub by submitting accurate, current information for Portsmouth's schools and EAs on the EANR system.

5. Attend regular EA and Careers Leaders meetings, where beneficial, to ensure progress is being made across all Gatsby Benchmarks and school priorities addressed.
6. Identify good practice to ensure that this is shared with Careers Hub to share across schools and accessing and delivering the most impactful activities.
7. Target key institutions and/or disadvantaged groups to help raise aspirations of young people and enhance existing efforts to improve progression across the city.
8. Support the coordination and delivery of key events and programmes throughout the academic year e.g. Careers and Apprenticeship Show and Apprenticeship Bus Roadshow.
9. Utilise communication and marketing channels to help raise the profile of the Solent Growth Partnership, maximising engagement from education providers, employers, and additional organisations.
10. Work closely with partner organisations, such as the Solent Careers Hub, to deliver a shared agenda across the region.

### **Who is the person?**

- Level 3 or above qualification or equivalent relevant experience in related field
- Excellent knowledge of the world of Apprenticeships.
- Knowledge or experience of the education system and/or careers education.
- Experience of engaging and building relationships with stakeholders including schools, colleges and businesses.
- Experience of delivering sessions to young people that are engaging and energising.
- Experience of supporting the delivery of programmes or projects with multiple stakeholders.
- An understanding of post-16 landscape including National Apprenticeship Service, Uni-Connect, National Careers Service and T Levels.
- Excellent communication and interpersonal skills, with the ability to persuade and influence a variety of audiences and encourage others to use new ways of working.
- Excellent presentation skills the ability to deliver to classrooms and also assemblies.
- Strong collaborative working and relationship building skills at all levels, both internally and with a range of external stakeholders.
- Proactive, with the ability to work independently, prioritising a busy workload, managing relationships with a large number of stakeholders and adapting conflicting priorities and deadlines.
- Ability to meet deadlines, work on a range projects, and work both independently and as part of a team.
- Competent use of a range of digital and IT and social media platforms in order to improve and raise awareness of the direct impact of the network.

A full **driving licence** is desirable as this will be advantageous when travelling across region.

### **General Data Protection Regulation (GDPR)**

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).