



APPRENTICESHIP OFFICER



ABOUT THE ROLE

The post holder will support the life cycle and talent development of apprentices within Redrow with the overall objective to ensure all construction based apprentices are supported to complete qualifications relevant to their role. This will include regular monitoring of the apprentices alongside engagement and partnership development with external providers. The postholder will have excellent communication and coaching skills alongside the ability to provide pastoral care and support to all apprentices throughout their programmes.

Responsible to: Apprenticeship and New Entrants Manager

KEY RESPONSIBILITIES

1. CONSTRUCTION APPRENTICES

- Undertake SMART reviews in conjunction with our operating divisions to monitor learner progress
- Work in conjunction with internal and external stakeholders to obtain relevant information on apprentice progress and action plan appropriately
- Build strong working relationships with partner organisations such as CITB, JTL, colleges and training providers to obtain the required information to support our divisions on apprentice progress
- Attend meetings with divisions to discuss apprenticeship progress and action plan accordingly
- Assist with full lifecycle support including but not limited to recruitment, performance management and timely completions
- Identify and create a succession plan for apprentices that enables progression onto higher qualifications



2. RECRUITMENT / EXTERNAL ENGAGEMENT ACTIVITIES

- Work with external engagement teams and own team to recruit apprentices in the desired locations and programmes.
- Support and plan work experience, trials, assessments days and placements on site to provide a view of an apprenticeship.
- Support general promotion of training programmes and apprenticeships within Redrow through positive social media and marketing.
- Promote apprenticeships through the Identification of success stories and working with our communications team to ensure these are shared externally.
- Attend Careers Events with colleges, schools and other providers and network with key stakeholders to source future Redrow apprentices within the lifecycle

3. GENERAL DUTIES

- Support with the utilisation of the apprenticeship levy and ensure the maximum use of CITB grants are achieved
- Understand and at all times work in accordance with Redrow's Group Health, Safety and Environmental policies
- Contribute with ideas to improve, enhance and protect the reputation of the company and develop new ideas for existing and new programmes.
- Any additional duties in line with business needs that are required

THE PERSON - ESSENTIAL

What kind of person are we looking for?

- Excellent knowledge of Apprenticeship Standards
- Previous experience of working with apprentices
- Excellent overall IT skills with the ability to use all Microsoft packages and virtual platforms
- Good Coaching Skills
- Willing to travel
- A real team player but also able to work independently
- Excellent planning/organisational skills
- Able to learn and absorb large amounts of information quickly
- Ability to work in a high performance & high pressure environment
- Knowledge of DAS, CITB Grants and Apprenticeship Levy
- Working knowledge of construction related qualifications
- Willing to go above and beyond to achieve targets and goals



THE PERSON – DESIRABLE

- Excellent knowledge of Apprenticeship standards within construction trades
- Working knowledge of construction related qualifications
- Previous experience working in a similar role
- Flexible and adaptive
- Ability to build internal and external communication to establish relationships

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.