



SENIOR APPRENTICESHIP OFFICER



ABOUT THE ROLE

The post holder will support the life cycle and talent development of Redrow's apprentice population with the overall objective to ensure all are enrolled and supported to complete qualifications relevant to their role. This will include regular monitoring of programmes throughout their life cycle of an apprenticeship alongside external engagement and partnership development with external providers. The post holder will have excellent communication and coaching skills alongside the ability to provide pastoral care and support to all trainees throughout their programmes.

Responsible to: Apprenticeship and New Entrants Manager

KEY RESPONSIBILITIES

1. APPRENTICESHIP PROGRAMME MANAGEMENT

- Manage and monitor Redrow's apprentice population on a range of trade, site and office based apprenticeship programmes at intermediate, advanced and higher levels
- Engage with internal and external stakeholders to obtain relevant information on apprentice progress and action plan appropriately
- Undertake SMART reviews in conjunction with our divisions to monitor learner progress and attend divisional meetings to action plan accordingly
- Build strong working relationships with partner organisations such as CITB, JTL, colleges and training providers to obtain the required information to support divisions on apprentice progress and promote Redrow's Apprenticeship offer to create a future recruitment talent pipeline
- Support with the full apprentice lifecycle including; recruitment, performance management with the support of the relevant HR Business Partner and proactive management of probation reviews and completions
- Monitor and plan a succession programme for apprentices to enable them to progress onto higher qualifications

2. RECRUITMENT AND EXTERNAL ENGAGEMENT ACTIVITIES

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- Manage Redrow's Early Careers Value Proposition and source active and passive candidates using various recruitment channels
 - Support general promotion of training programmes and apprenticeships within Redrow through positive social media and marketing campaigns, including promotion of employee success stories
 - Work with external engagement teams and Talent team to support recruitment of all apprentices in the desired locations, including support with sifting and interviewing suitable candidates
 - Support and plan work experience, trials, assessments days and placements on site with a view of exposing potential applicant to our apprenticeship opportunities
 - Attend Careers Events with colleges, schools and other providers and network with key stakeholders to source future Redrow apprentices

3. GENERAL

- Support with the utilisation of the apprenticeship levy and ensure the maximum use of CITB grants are achieved
- Work with external training and qualification providers to support learners through their programme
- Contribute with ideas to improve, enhance and protect the reputation of the company and develop new ideas for existing and new programmes.

THE PERSON

What kind of person are we looking for?

- Excellent knowledge of Apprenticeship Standards and knowledge of Degree Apprenticeships
- Previous experience of working with apprentices and knowledge of construction related qualifications
- Knowledge of DAS and Apprenticeship Levy and CITB Grant
- Excellent IT skills with the ability to use all Microsoft packages and virtual platforms
- Good coaching skills
- Willingness to travel to Divisional offices and sites
- Excellent planning and organisational skills
- Target driven and ability to work in a high performance and high pressure environment
- 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.