

<b>Title:</b>	Apprenticeship Outreach Advisor
<b>Contract Type:</b>	Permanent
<b>Working Hours:</b>	37.5 hrs per week (full-time)
<b>Salary:</b>	£28,000 pa
<b>Location:</b>	Home based, with travel across the West of England to Schools/Colleges (we have an office too).
<b>Start Date:</b>	As soon as possible
<b>Application Deadline</b>	2 <sup>nd</sup> August 2023

With a strong desire to do something purposeful and make a real difference, you will want to passionately inspire and support young people to explore the world of apprenticeships and career choices.

What could be more rewarding than giving someone guidance and a detailed map to explore a journey they could follow that could set them on the path to career success.

Apprenticeship awareness and interest is growing significantly (40% of students interested in University are also interested in apprenticeships) yet actual applications are much lower. We are looking for someone that can bridge the gap, sustain that initial interest and be the trusted impartial guide for students, parents and teachers across our region to support with applicant growth.

**You will be a great fit for us if:**

- You want to make a difference and are enthusiastic and passionate about supporting and guiding others
- Are a confident communicator and would enjoy delivering motivating, interesting and creative sessions to students, parents and teachers.
- You are highly organised, a natural communicator, who can quickly build relationships with stakeholders at all levels.
- You are happy splitting your week organising, creating sessions, delivering sessions and following up with essential admin.
- You will be happy to do the occasional early evening events to fit with schools careers timetabling
- You are a team player and are happy to be flexible and adaptable, it's a varied role!
- You have your own transport and can pass an enhanced DBS check (we will fund this) to work with young people in schools and colleges.

**What you will do:**

- Travel across the West of England to deliver engaging presentations and workshops to young people, parents and teachers in schools/colleges, promoting a growth mindset.
- Work with the Apprenticeship Growth Manager to develop existing and new digital resources to better engage and support young people wanting to explore apprenticeships.
- Communicate directly with schools/colleges to establish collaborative working relationships.
- Develop good working relationships with employers, stakeholders, and apprentice ambassadors to support the delivery of the ASK Programme.
- Organise and manage processes and admin tasks such as diary bookings, tracking data and form completions. This is vital to ensure contract compliance.
- Meet set KPI's through regular meetings to track progress.
- Be actively involved across other projects and initiatives within the WTPN and promote the services we offer.
- Be an advocate for apprenticeships in the region!

**What you'll get:**

- £28k salary, pension and 22 days holidays (plus the office is closed between Christmas and New year which adds to the holiday total)

- Time returned in lieu for evening sessions
- Laptop and phone
- Mileage paid at 45pence per mile
- The flexibility to work from home and visit the rest of the team in the office for team bonding and creative sessions.
- A supportive team who can guide, train and mentor you to develop your skills

Confidence can sometimes hold us back from applying for a job, but there is no such thing as a perfect candidate, the WTPN is a place where everyone can grow.

We are really passionate about apprenticeships, however we don't expect you to be an expert yet! If you are that's great, but if not, we guarantee we can share with you our knowledge to get you as excited about them as we all are!

### **Equal Opportunities**

We are proud to be an equal opportunities employer that values and respects the people who work for us. We seek to ensure all job applications are treated fairly, with respect and without bias.

We positively encourage applications from suitably experienced candidates regardless of sex, race, disability, age, sexual orientation, gender identity, religion or belief

### **About us**

The Western Training Provider Network is a not-for-profit organisation that has been running for almost 20yrs making a big difference. We connect education, business and training through a range of different programmes and services. Our vision is a world class apprenticeship system based here in the West of England.

A key element of the WTPN's overall mission is to inspire and support businesses and individuals in the West of England to maximise their potential through apprenticeships. The team works with employers, schools, parents and students to drive our mission, we are highly successful at what we do and are proud of the difference we make.

We are currently a small core team of 5, with a large reach; we run a network of over 40 partner training organisations, have an active board and work collaboratively with other wider project partners. As a team we pride ourselves in our work both internally and with our stakeholders **to trust, respect, innovate and collaborate.**

We have an office in the centre of Bristol at the prestigious Engine Shed.

### **Interview Process**

- If your CV and application are of interest, please expect a call from us to have a brief chat and get to know you a little more before being invited to interview
- Interviews will take place at our office, next to Temple Meads Station, you will be interviewed by our Apprenticeship Growth Manager Donna and Managing Director Alex

If this sounds like an opportunity you would like to explore further please send a covering letter and CV to [donna.kenny@wtpn.org.uk](mailto:donna.kenny@wtpn.org.uk) for a quick response.