

<b>Directorate:</b>	Children's Services	<b>Section:</b>	14-19 Raising Participation
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## Job details

<b>Job title:</b>	Project Support Apprentice
<b>Grade:</b>	1A
<b>Location of work:</b>	Unity House or as required by Salford City Council
<b>Directly responsible to:</b>	Head of 14-19 Raising Participation
<b>Directly responsible for:</b>	None
<b>Hours of duty:</b>	36
<b>Primary purpose of the job:</b>	<p>To provide project and administrative support to the 14-19 Raising Participation Team and Skills and Work Commissioning Team. This includes supporting:</p> <ul style="list-style-type: none"> <li>• school-based projects and activities;</li> <li>• Salford's Skills and Work Board and Youth Employment Partnership;</li> <li>• other activities and services commissioned by the Council (e.g. Salford Futures)</li> </ul>
<b>Post ref no:</b>	

## Main duties and responsibilities/accountabilities

1. Provider operational and administrative support to key projects and activities associated to the Raising Participation Team and Skills and Work Team (e.g. Salford Futures, Y11 Transition, Apprenticeship Levy)
2. Provide business support to the Council's Skills and Work Board, Youth Employment Partnership and associated subgroups, including the arrangement of meetings, agendas and performance monitoring reports, in addition to minute-taking at key meetings;
3. Provide administrative and operational support to the Raising Participation Officer, in relation to activities and functions delivered in local schools and colleges by the local authority or other associated projects (e.g. apprenticeship and post-16 application sessions, Careers Network networks, business engagement activities);

4. Support the production of a termly newsletter on careers and enterprise activities for schools;
5. Maintain webpages and web content associated to the Raising Participation Team and Skills and Work Team;
6. Support the delivery of the UCAS Progress system in Salford, working with schools, colleges and other relevant post-16 providers;
7. Maintain a database of employer contacts used by the Skills and Work Team;
8. Support the monitoring and administration of Skills and Work contracts, in partnership with the designated Commissioning Manager(s) and Information Monitoring Officer(s);
9. Help to champion the views of young people in respect of service plans and commissioning;
10. Assist with the preparation of reports, papers and briefings relating to policy and performance associated to the service areas;
11. Contribute to sub-regional work as and when required by the Head of Raising Participation and Head of Skills and Work.

### **Review arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

**Date job description prepared/revised:**

**Prepared/revised by:**

**Agreed job description signed by holder:**

Job title	Grade	Directorate	Location
Project Support Apprentice	1A	Children's Services	Unity House

## Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(\*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1	Excellent interpersonal skills, including the ability to establish strong and effective working relationships with colleagues, external partners and stakeholders, including local businesses, parents and carers, children and young people, schools, colleges, managers and other employees.	A / I
2	Experience of organising and supporting events, including working with and communicating with partners and colleagues at a senior level	A / I
3	Practical experience and knowledge of Microsoft Office packages, managing websites and using content management systems.	A / I
4	Ability to use own initiative and to plan and prioritise own workload	A / I
5	Ability to produce reports, presentations and written work to a high standard for a variety of audiences	A / I
6	Knowledge of relevant legislation, regulations and statutory responsibilities regarding post-16 education and training and the raising of the participation age	A / I
7	Ability to handle confidential information and deal with it in a discreet manner	A / I
8	Ability to solve problems, think creatively and manage competing demands	A / I
9	A willingness to work flexibly and to travel to other locations and work settings	A / I
10	Demonstrable commitment to and understanding of inclusion, diversity and equal opportunities and how these relate to this role	A / I
11	Ability to provide information for and understand simple data analysis	A / I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1	Knowledge and experience of using online content management systems	A / I
2	Appropriate and relevant qualifications, including GCSE grades A*-C in mathematics and English (or a Level 2 equivalency)	C
4	A full, clean driving licence	C

Completed by	Date	Approved by	Date
Jack Loughlin	24/09/2015		

**Method of assessment (\* M.O.A.)**

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre