

Job Description

Job Title	Early Careers and Professional Development Coordinator
Directorate	Strategy and Change
Service Area	People and Organisational Culture
Grade	6
Competency Level	2
Salary	£35,412 - £39,862
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A10315

Job Purpose

Coordinate and support the delivery of the Council's early careers and professional development programmes, including apprenticeships, graduate programmes, supported internships and work experience opportunities.

Work closely with managers, learners and providers to ensure high quality recruitment, onboarding, progression and learner experience across Council based programmes.



Directly Responsible For:

Not applicable

Directly Responsible To:

Early Careers and Professional Development Lead

Main Areas of Responsibility:

- Coordinate recruitment, onboarding and progression of apprentices within the Council, supporting both new entrants and existing staff undertaking apprenticeship pathways
- Support the coordination and delivery of the Council's graduate programme, ensuring effective onboarding, engagement and progression
- Support the delivery of the Council's Supported Internship Programme, working in partnership with SEND colleagues, managers and providers to ensure positive learner outcomes
- Coordinate work experience opportunities across the organisation, working with services to source meaningful placements and provide appropriate support
- Provide advice and guidance to managers and learners on early careers and professional development pathways, including apprenticeships, progression routes and programme requirements
- Liaise with training providers and partners to support effective delivery, learner progression and issue resolution
- Maintain accurate learner records and tracking information, including use of the Digital Apprenticeship Service and associated internal systems
- Monitor learner progress, identify issues at an early stage and escalate concerns where required to safeguard learner success

- Coordinate and manage the procurement of apprenticeship training provision, working within agreed procurement guidelines to commission, evaluate and quality assure training providers-assure training providers
- Contribute to the promotion and awareness of early careers and professional development opportunities across the organisation, within schools and community through communications, schools' careers events and job fairs
- Support performance monitoring, reporting and continuous improvement of early careers and professional development provision

Supervision and Management Responsibility:

- No line management responsibilities

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Required to sit stationary and use a computer for sustained periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- Ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Relevant qualification or equivalent experience in learning and development, apprenticeships, early careers, workforce development or a related field (A, I)

Desirable

- A project management qualification

Experience

Essential

- Experience of coordinating or supporting early careers, apprenticeship, graduate or funded learning programmes (A, I)
- Experience of working with multiple stakeholders, providing advice, guidance and coordination to meet differing needs (A, I)
- Experience of monitoring learner progress and supporting successful completion and progression outcomes (A, I)
- Experience of working with funding rules, compliance frameworks or externally regulated programmes (A, I)
- Experience of supporting recruitment, onboarding and progression of learners, apprentices or early career entrants (A, I)

Desirable

- Experience of supporting supported internships or work experience initiatives
- Experience of working within a large or complex organisation
- Experience of using the Digital Apprenticeship Service or similar learner management systems
- Experience of supporting engagement, communications or promotional activity

Skills/Abilities

Essential

- Working knowledge and understanding of the Growth and Skills Levy, apprenticeship standards and funding rules, with the ability to provide clear, accurate and practical advice to managers and learners (A, I)
- Strong organisational skills, with the ability to manage multiple priorities, maintain accurate records and meet deadlines (A, I)
- Excellent communication skills, with the ability to engage effectively with managers, learners and training (A, I)
- Ability to monitor learner progress, identify issues early and contribute to effective resolution (A, I)
- Proficient IT skills, including the use of digital systems for tracking, reporting and communication (A, I)

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to promoting equality, diversity and inclusion, and ensuring early careers and development opportunities are accessible and fair
- Commitment to continuous professional development and maintaining up to date knowledge of early careers and apprenticeship policy and practice

