

One
Organisation

One Team

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Job Description – Apprenticeship Adviser (ASK)

Salary: £25,372 - £28,576 (pro rata for Term Time Only)

Contract: Full time or Term Time Only

Location: Home-based with regular travel across agreed delivery areas within Kent & Medway

Reports to: Contract Manager (ASK)

Job Purpose:

- Delivering presentations to students from small groups to larger assemblies to raise awareness of apprenticeships, and other technical education routes.
- Delivering bespoke workshops to students in supporting them to register and apply for apprenticeships.
- Delivering awareness raising sessions to parents, teachers, and stakeholders
- To be accountable for meeting allocated targets for engaging with schools, students, and parents,
- To support the coordination and booking of school events, working with teachers and careers advisors to assess their school/college apprenticeship delivery to date. Ensure ASK delivery assists schools with their statutory duty to provide impartial careers advice and guidance to young people.
- Work with local partners and stakeholders, particularly those that support NEET and risk of NEET to upskill staff knowledge and awareness of apprenticeships.
- To work proactively with key partners and stakeholders to ensure success of the project and promoting the CXK and ASK brands across the region.

Main duties and responsibilities:

- Support the delivery of the ASK for Schools and Colleges programme through delivering activities that raise awareness of apprenticeships, T-Levels, and other pre-employment routes.
- Work to ASK and CXK quality assurance standards ensuring the quality of delivery and the participant experience.
- Contribute to the performance of the CXK ASK delivery network across the region by meeting allocated targets set.
- Support local provision for at risk of NEET (Not in Education, Employment or Training) students working in partnership with key stakeholders, to upskill staff knowledge and awareness of apprenticeships, T-Levels and other pre-employment routes.

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- Monitor and communicate the positive effect our work has on our beneficiaries through school evaluation returns and development of case studies.
- Contribute to CXK's vision to deliver ASK as a bespoke and collaborative offer, working efficiently to gain access to new schools, whilst building capacity, self-sufficiency, and sustainability with those already engaged.
- Develop effective links with partners i.e. Careers and Enterprise Company (CEC), the National Careers Service, Career Hubs, CEIAG networks, Local Enterprise Partnerships (LEPs) and Local Authorities to enable greater collaboration, avoid duplication and support schools to provide stronger provision and outcomes.
- Participate in local networks, including representing CXK at local committees where appropriate, to ensure the Charity's role is promoted, and information about local needs and demand is shared with partners.
- Complete all relevant paperwork related to the service, meeting deadlines in-line with the requirements of the contract.
- Work proactively with other coordinators and delivery staff, in particular ensuring that there is cross contract support within the charity. Have a sound knowledge base of the CXK offer to be promoted to stakeholders, partners, and young people/adults.
- Take an active role in relation to own Personal and Continuous Professional Development including attending regular, line manager reviews, appraisal and planning own training and development needs through the use of the CPD file and process.
- Ensure that all policies and procedures that relate to employment and health and safety are read and understood. Policies may be revised for time to time, so it is your duty to ensure you regularly review policies and procedures.
- Undertake any other reasonable duties that may be required from time to time. The duties may be changed and/or varied to meet changing circumstances at the discretion of Management

All appointees will be subject to an enhanced DBS Check.

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Person Specification: Delivery Coordinator (ASK)

	Essential	Desirable
Qualifications and Training		
Educated to degree level or equivalent experience.		X
Education to at least A level standard (or equivalent)	X	
Maths and English GCSE grade C or above (or equivalent)	X	
Level 4 Diploma in Career Information and Advice (or equivalent)		X
A commitment to undertake all necessary training for the role	X	
Knowledge and Experience		
Proven track record of successfully working towards targets and KPIs.	X	
Experience of engaging confidently and sensitively with schools (or similar) at a range of levels of seniority up to and including head teacher level.	X	
Previous experience of working on Government funded outcome-based contracts.		X
An articulate and confident communicator who has experience of presenting to and engaging with an audience of children/young people.	X	
Experience of partnership working with good knowledge of local agencies and support organisations that could support provision.	X	

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Proven experience in carrying out administrative duties and meeting deadlines.	X	
A sound knowledge and understanding of safeguarding policy and process.	X	
Some knowledge of apprenticeships and the current landscape including opportunities, levels and progression pathways.	X	
Knowledge of the Careers Guidance sector including the Careers Strategy and Gatsby benchmarks.		X
Experience of Microsoft products and ability to use them effectively, including Outlook, Excel, Word and PowerPoint	X	
Personal Skills and Attributes		
High level of organisational skills with good time management	X	
Ability to work constructively both independently and as part of a team	X	
Ability to build effective and professional working relationships with young people as clients. Confident and passionate about inspiring people.	X	
Ability to build effective and professional relationships with partner agencies and organisations. Transparent and personable.	X	
Ability to effectively reflect on and evaluate performance in light of feedback. Resilient with a proactive positive outlook.	X	

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Excellent oral and written communication skills	X	
Ability to effectively evaluate own performance in light of feedback	X	
Trustworthy and honest. Can be relied upon to work with <i>integrity</i> to support the wider team's success.	X	
Excellent oral and written communication skills.	X	
Flexible and adaptable, we require staff to work flexibly and travel across Kent & Medway and ad-hoc travel to cover other deliver across the South from time to time.	X	
Effectively able to use of IT to include Word, Excel, PowerPoint, Outlook, internet and social networking sites.	X	
Other		
Ability to work evenings on occasion for school events e.g. parents presentations.	X	
Full, clean driving licence and use of a vehicle	X	
No criminal convictions that would affect the ability to work with children and young people. Appointment subject to an enhanced DBS check.	X	

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