

<b>POST:</b>	Level 3 Learning Co-ordinator Apprentice
<b>LOCATION:</b>	Sheffield
<b>GRADE:</b>	£14,000 FTE per year in year one rising to £22,932 FTE in second year of service
<b>HOURS:</b>	Full-time, 35 hours per week (Part-time 20+ hours will be considered)
<b>CONTRACT:</b>	15 month fixed-term contract (24 months if part-time)

**Purpose of the Job:**

Working within our central support and training team, you will learn the necessary skills to help us increase income through training activity, funding applications, tenders, and fundraising activities. You will contribute to communication activities to market our services, showcase our impact, and reduce stigma.

**Main Duties:**

To provide administrative support to ensure the smooth running of the Project's training activities, including:

- Being a first point of point of contact for training-relevant enquiries and supporting the work of the Changing Futures training team in Sheffield with training booking, communication, certification and enquiries
- Managing diaries of the training team ensuring their availability for any upcoming training/events
- Maintaining systems, databases and excel spreadsheets as appropriate
- Arranging for maintenance of equipment as required
- Photocopying/scanning, faxing and filing relevant documentation
- Keeping appropriate, accurate and up-to-date records.

Supporting different parts of the organisation, interacting with internal or external customers by:

- Managing a CRM for paid training opportunities.
- Maintaining and managing relationships with external organisations
- Working with the wider Project 6 organisation to manage internal training.
- Working with the communications team to promote training opportunities.

**Project 6 is committed to being a safe, healthy, and non-discriminatory employer. You will need to abide by our Code of Conduct, health and safety and HR Policies.**

**Right to Work**

In order to work for Project 6, it is necessary for you to have the right to work in the UK. We will carry out checks at the start of your employment and at later intervals if required.



## **Our Commitment to You**

Project 6 will provide you with the opportunity to:

- Work alongside experienced colleagues so that you learn job-specific skills
- Have time off during your working week for apprenticeship training

We promise to treat you and care for you as the human being that you are and help you unleash your amazing talents in order to reach your potential.

## PERSON SPECIFICATION

Listed below are the knowledge, experience skills and values you'll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

	Method
<b>Values</b>	
Demonstrates a willingness and motivation to learn and develop	Interview
A firm belief that all people matter.	Application/ Interview
A commitment to making a positive difference, and belief that change is possible.	Application/ Interview
Reliability and honesty	Application/ Interview
A personal commitment to equality, diversity and inclusion.	Application/ Interview
<b>Knowledge</b>	
Good levels of literacy and numeracy and be capable of accurately recording personal and confidential information.	Application and Assessment
Practical knowledge of the challenges facing people who have difficulties relating to drug or alcohol use.	Application
Strong communication skills, both written and verbal.	Application and Assessment
<b>Experience</b>	
Experience of working with a broad range of individuals in a people-facing role.	Application
Confident use of technology and software to include IT systems, Microsoft Office products and web-based/video calling.	Application and Assessment
Experience of processing and maintaining personal and confidential records.	Application
<b>Skills</b>	
Ability to effectively manage conflict.	Assessment
Ability to prioritise and support a complex workload	Assessment