



Transform (SME Apprenticeship Levy Transfer) Advisor

Number of positions: 2

Location: East Sussex

Hours: 24 hours per week (equivalent 3 days)

Remuneration: £25,500 actual per annum

Closing date: Thursday 10 December 2020

Contract type: Freelance contract

Duration: 24 months possible year 3 extension

For an informal discussion, please contact Vanessa Potter vanessapotter@sctp.org.uk.

To apply, please email a CV with covering letter stating how you meet the criteria for the role to recruitment@sctp.org.uk.

The Sussex Council of Training Providers is looking for two experienced apprenticeships/employer engagement professionals to deliver our new TRANSFORM programme in East Sussex.

The programme, part funded by the European Social Fund, and led by East Sussex County Council, aims to raise the profile of apprenticeships and skills training in East Sussex amongst SMEs, and businesses to access government incentives and unspent Levy funds to pay for apprenticeship training. The programme will be funded for 2 years, with a possible extension to a 3rd year in 2023.

The Transform Adviser role will undertake overall day to day operational delivery of the European Social Fund TRANSFORM project, working directly with SMEs to promote apprenticeships and levy transfer opportunities, and will have responsibility for delivery of project outcomes and outputs.

Transform Advisers (x 2) will be responsible for engaging employers into the programme, and will be providing a minimum of 150 SMEs with impartial advice on skills training and apprenticeships over 2 years, signposting to appropriate training provision, and support access to unspent Levy funds from Levy payers such as East Sussex County Council.

Transform Advisers will also deliver training to Business support organisations, work closely with the East Sussex Growth Hub and support our annual Apprenticeship Roadshow events, that bring together employers, training providers and would-be apprentices.

This is an exciting project that will make a significant difference to the apprenticeship landscape and skills support for SMEs in East Sussex.



Freelance Role Description

JOB TITLE: Transform Adviser

ORGANISATION: Sussex Council of Training Providers

LOCATION: East Sussex

RESPONSIBLE TO: SCTP Executive Director

RENUMERATION: £25,500 actual per annum

CONTRACT TYPE: Freelance contract

DURATION: 24 months possible year 3 extension

HOURS: 24 hours per week (equivalent 3 days)

MAIN PURPOSE OF THE ROLE:

The Transform Adviser role is part funded by the European Social Fund and will undertake overall operational delivery of the European Social Fund TRANSFORM project and have responsibility for delivery of project outcomes and outputs. This is a freelance role.

Key Tasks

1. Oversee the day to day delivery activities of the TRANSFORM project, as outlined in the project implementation plan, including responsibility for delivering specified outputs and outcomes.
2. Ensure evaluation and performance monitoring requirements are adhered to, including monthly performance and financial reporting and real time CRM data management.
3. Ensure that operational delivery costs are in line with allocated budget and European Social Fund (ESF) regulations.
4. Meet project KPIs and prepare monthly, quarterly and annual reports on progress and performance, including project evaluation and performance data.
5. Promote the East Sussex County Council (ESCC) levy transfer funding to SMEs from the key East Sussex priority sectors. Develop and implement an SME recruitment strategy in line with project KPIs, and in compliance with European Social Fund State Aid.
6. Undertake Training Needs Analysis with SMEs to evaluate how levy transfer funding can be engaged to support business growth.
7. Provide direct individual end to end administrative support, advice and guidance to SMEs to enable them to follow the processes required within the Levy Transfer system, including support with registering on the Digital Apprenticeship Service to manage levy transfer funds and access apprenticeship training provision. Develop a toolkit to support SMEs with these processes.
8. Identify and support Levy payers in East Sussex who are not using their full Levy allocations, using the ESCC transfer model, and develop a toolkit to provide a framework for transferring unspent levy funding to SMEs within their supply chain.



9. Support levy payers to consider using levy funds for their own workforce development in a more strategic way and brokering relationships with local training providers.
10. Promote priority sector apprenticeships such as construction, engineering, creative and digital, health and social care, visitor economy, hospitality & catering, and land-based industries - to include the following activities:
 - TRANSFORM Apprenticeship Roadshows
 - Supporting a Corporate Social Responsibility and Social Value in procurement forum.
 - Attend business and skills network meetings and forums to promote TRANSFORM and the toolkits for SMEs and Levy payers.
11. Provide training to business support agencies to raise awareness of apprenticeship opportunities for SMEs, ensuring that they are equipped with the knowledge and information to advise SMEs on the range of workforce training and support available and levy transfer opportunities.
12. Develop and maintain the TRANSFORM training provider database and apply the impartial matching matrix to assign SMEs to suitable training providers for apprenticeship delivery.
13. Broker opportunities for work experience, traineeships and high-level learning, whilst referring businesses to the relevant training provision available, including that available through mainstream funding and T-levels from 2020.
14. This role is part funded by European Social Fund, and therefore must ensure delivery of the project complies with European Social Fund regulations on State Aid, Eligibility, Publicity, Sustainability and Equality and Diversity.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This post is part funded by the European Social Fund.



Person Specification

Post Title: TRANSFORM ADVISER

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none">• Strong organisational skills.• Excellent written and verbal communication skills.• Ability to build effective and professional working relationships with stakeholders within the business community, demonstrating excellent influencing and negotiation skills.• Experience of providing business advice and of developing employer focussed advisory resources and communications• Previous experience of successfully delivering/managing outcome-based contracts.• Proven track record of successfully working towards targets and meeting KPIs.• Excellent negotiation skills• Excellent analytical skills and ability to interpret data.• Ability to use IT to manage projects e.g. <i>Microsoft Project</i> and spreadsheets• Ability to present complex information clearly verbally and in writing in a variety of formats in a wide range of settings, including preparation and presentation of reports to a wide range of stakeholders.• Ability to manage budgets effectively	<ul style="list-style-type: none">• MS Project and Visio skills.• Sound understanding of the Public Sector• Knowledge of relevant departmental services in relation to project, including knowledge of relevant legislation and policy	Application form, Interview
Education & Qualifications	<ul style="list-style-type: none">• QCF level 5 or equivalent experience	<ul style="list-style-type: none">• QCF level 6	Application form
Knowledge	<ul style="list-style-type: none">• Knowledge of local economy and skills landscape including South East Local Enterprise Partnership and Skills East Sussex activity.• Knowledge of Apprenticeships and the current funding landscape and reforms• Excellent knowledge of project management methods and their		Application form, Interview



	application, including risk identification and management		
Experience	<ul style="list-style-type: none">• Experience of working across and between organisations and with multiple stakeholders including external partners and service users• Representation at and organisation of meetings and events• Writing and editing reports.• Internet-based research.		Application form, Interview
Personal Attributes	<ul style="list-style-type: none">• Ability to effectively manage, prioritise and organise workload, and work under pressure to meet competing deadlines.• Flexible and adaptable with personable, approachable manner.• Enthusiasm and energetic attitude, and an ability to self-start on activities, using own initiative and managing own workload.• Ability to demonstrate an understanding of and commitment to equal opportunities• Professional manner.		Application form, Interview
Other	<ul style="list-style-type: none">• Full driving licence or the ability to demonstrate how meet the travel requirements of the role		

Date (drawn up): 21/05/2020