

Transform Advisor

Freelance Contract Opportunity

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

CONTRACT TERM: 26/9/22 – 30/11/23

HOURS: 24 hours per week (equivalent 3 days)

INTRODUCTION:

The Sussex Council of Training Providers is looking for an experienced apprenticeships/employer engagement professional to deliver the TRANSFORM programme in East Sussex.

The programme aims to raise the profile of apprenticeships and skills training in East Sussex amongst SMEs, and support businesses to access government skills training, incentives and unspent Levy funds to pay for apprenticeship training.

The Transform Adviser role will undertake overall day to day operational delivery of the project, working directly with SMEs to promote government funded skills training, apprenticeships, and levy transfer opportunities, and will have responsibility for delivery of project outcomes and outputs, related to SMEs engaged, and SMEs starting employees on skills training.

Transform Advisers will be responsible for engaging employers into the programme and will be providing SMEs with impartial advice on skills training and apprenticeships, signposting to appropriate training provision, and, where needed, 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 is making a significant difference to the apprenticeship landscape and skills support for SMEs in East Sussex.

The Transform Programme has been part-funded by the European Social Fund 2014-20. It is a partnership between East Sussex County Council and the Sussex Council of Training Providers.

The project started in November 2020 and there is one other Transform Adviser already in post.

This is a freelance role.

Statement of Requirements

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 role 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.

This post is part funded by the European Social Fund.

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| Total maximum contract size: | £30,240 |
| Date of issue: | 23/9/22 |
| Application submission deadline: | Date: 8/9/22 Time: 17:00; Applications received after the submission deadline will not be considered unless it can be proven beyond doubt that not meeting the deadline was beyond the applicant's reasonable control. Applications received 24 hours after the submission deadline will be automatically rejected. |
| Interviews: | Interviews will be held on 19/9/22 & 20/9/22 |
| Clarifications/Queries: | All technical queries regarding access to, completion and submission should be directed to submissions@sctp.org.uk . |
| Submissions: | Completed applications must be submitted to submissions@sctp.org.uk . |

Awarding Process (2 parts)

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| <p>Part 1 Please submit a CV and cover letter to provide information about how you meet the essential and desirable criteria requirements for the role - Total Weighting 30% (made up of a) 15% b) 15%)</p> <p>a) (15%) Submit a CV including details of qualifications held, previous job roles, and responsibilities. (We will be assessing these against the essential and desirable criteria of the role).</p> <p>b) (15%) Submit a covering letter/statement outlining how you meet the essential (and desirable) criteria of the role and will apply these to deliver the project. (600 Words Max.)</p> |
| <p>Part 2 Contractor Interviews - Total Weighting 60%</p> <p>All part 1 submissions will be evaluated, and the top eight ranked applicants will be invited to attend an interview as follows:</p> <ul style="list-style-type: none"> • To discuss how the contractor meets the essential and desirable criteria of the project. • To test relevance of past experience, expertise, and resilience. • To answer any points of clarification that have arisen from the CV and cover letter submitted. <p>Length of interview - maximum 60 minutes</p> |

Criteria/Specification

Award criteria will be based on application and interview and awarded against criteria specification as detailed below:

| | 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 |

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| 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): 19/08/22