

**Job Title:** **Degree Apprenticeship Coach (L6 Project Management)**

**Department:** BPP University School of Business

**Location:** Homebased

**Contract:** Full time

**Reporting to:** Head of Performance/Performance Manager

**Job Purpose**

BPP School of Business is recruiting for a Degree Apprenticeship Coach to support our L6 Project Management programme. The overall purpose of the role is to support each learner, via regular coaching sessions, to develop their knowledge, skills and behaviours to successfully complete their apprenticeship.

**Key Responsibilities**

* Provide a structured and appropriate development journey tailored to each apprentice, enabling them to maximise their full potential.
* Ensure regular (6 weekly) reviews are held with learners and 12 weekly formal progress reviews take place with learners and their line managers.
* Ensure systems and trackers are updated on an ongoing basis to ensure timely updates are tracked on the performance of each learner, collaborating with faculty members on their academic progress.
* Take ownership and work collaboratively with client services, line managers and wider teams to ensure any issues are resolved quickly and learners remain on track.
* Provide feedback to the apprentice on their progress against the knowledge, skills and behaviours relevant to their Apprenticeship Standard.
* Communicate effectively with learners and actively encourage learner engagement with their programmes using resources available.
* Provide professional support and motivation to learners as and when required (outside of the scheduled reviews).
* Ensure learners are safeguarded and promote/advocate learner wellbeing.
* Conduct learner Gateway reviews and support and guide learners and employers through the end point assessment stage, to ensure target retention and completion rates for apprenticeships are met.
* Comply with all apprenticeship regulatory requirements, such as those set by the Department for Education and Ofsted.
* Contribute to the development of appropriate programme systems and processes, sharing best practice across the team and other functions.
* Other activities as and when required by the business.

**Development Opportunities**

The School of Business is passionate about developing our staff and a range of opportunities are available including:

* Achieving professional certifications/qualifications
* Internal talent development programmes

There are also clear progression routes to develop your career into roles such as programme leads, faculty members and learning and teaching support.

**Role Requirements**

**Essential**

* Experience of working at a professional level with external clients.
* Strong relationship/rapport building skills and able to motivate others.
* Ability to work autonomously and as part of a strong team.
* Ability to provide appropriate feedback to students.
* Strong organisational skills.
* Strong time management skills.
* Project Management Industry Experience

**Desirable**

* Apprenticeship knowledge and industry experience.
* Coaching/Assessment Qualifications.
* Practitioner experience and background working in a coaching/teaching role
* Appropriate practitioner experience/qualifications.
* Experience working in a corporate environment.

Successful candidates will be required to undergo an enhanced DBS check