

**BPP Job Description**

**Job Title** Project Management Coach

**Department School of People and Skills Development**

**Location Home based**

**Additional details**

**Travel requirements (if applicable):**

**Contract type Full time and permanent**

**Hours of work 9:00 – 17:30**

**Reporting lines Reporting into the Project Management Performance Manager**

**Job Purpose**

With continued growth of our Project Management programme, we are looking for highly motivated, project management-experienced candidates able to bring high quality support to nurture and develop talent within the sector. The overall purpose of the role is to support each learner to develop their knowledge, skills and behaviours to successfully complete their apprenticeship, complying with assessment standards and funding regulations.

You will be responsible for supporting on programme delivery of apprenticeships skills and behaviour standards. This will include coaching and provision of high quality support, guidance and feedback for all apprentices enrolled on relevant Project Management apprenticeship programmes.

**Key Responsibilities**

1. Manage a caseload of learners to provide individualised support, guidance and feedback on the Level 4 Associate Project Manager apprenticeship programme.
2. Carry out regular progress reviews with apprentices and their line managers to monitor performance, review and update development goals and discuss challenges to the apprentices' journey.
3. Work collaboratively with Client Services, the Learning Support and line managers team to ensure wraparound support for apprentices.
4. Provide feedback to the apprentice on their progress against knowledge skills and behaviours relevant to their standards through the grading of formative portfolio submissions, as well as practice End Point Assessment activities.
5. Communicate effectively with learners via the VLE and other appropriate tools, and actively encourage learner engagement with their programmes using resources available.
6. Provide both academic (pre-submission via advice on continuous development of learner e-portfolio’s and post-submission) and safeguarding support to learners.
7. Contribute towards learner gateway reviews and support and guide them through the end point assessment phase to ensure target retention and completion rates for Apprenticeships are met.
8. Maintain appropriate compliance requirements, ensuring learner records are kept up to date and Off the Job Training documentation is retained.
9. Manage your own diary to ensure that SLAs for communications, progress reviews, and feedback are maintained.

**Additional Responsibilities**

1. Contribute to the development of appropriate programme systems and processes.

2. Participate in regular team meetings and standardisation activities.

3. Other activities as and when required by the school.

**Skills, experience & qualifications required - Essential**

* Experience managing projects in a corporate environment
* Comprehensive knowledge and understanding of apprenticeships
* Comprehensive understanding of project management tools and techniques
* Strong intrapersonal skills and the ability to build strong relationships with internal and external stakeholders
* Strong organisational and time management skills to manage your diary and maintain SLAs for marking and communications.
* Strong written skills to communicate effectively, provide developmental feedback against the apprenticeship standard and ensure learner records are captured effectively.

The successful candidate will be required to undergo an Enhanced DBS check

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore the successful candidate will be required to declare any convictions, cautions, reprimands and final warnings that are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

**Skills, experience & qualifications required – Desired**

* APM PMQ, AgilePM or PRINCE2 qualified
* Alternative Project Management qualification
* Experience delivering the L4 Associate Project Manager or L5 Operations or Departmental Manager apprenticeship
* CAVA / TAQA qualifications or alternatives