

**BPP Job Description**

**Job Title** Actuarial Skills Coach and Assessor

**Department ActEd - Professional Apprenticeships**

**Location Home and office based**

**Additional details** Work nationwide (reporting to Abingdon).

Can be based at any BPP office.

**Travel requirements (if applicable) Some**

**Contract type Permanent**

**Hours of work** Normal (flexible) – will consider FT or 0.8 PT

**Reporting lines** Reports to Director of Actuarial Apprenticeships via L4/7 Programme Manager, BPP ActEd. No reportees.

**Job Purpose**

To provide coaching and support to actuarial apprentices either via face-to-face or Microsoft Teams contact and to liaise with their line managers to ensure they complete the requirements of their apprenticeship on time. The role will also include regular reviewing / assessing of the apprentices’ work-based evidence and helping them to prepare for the apprenticeship end-point assessment.

You will need to provide a high level of professional advice and support to the apprentices and their line managers without necessarily being an expert in the specific field of work of the apprentice, eg general insurance, life insurance or pensions.

Depending on the number of apprentices recruited, you may also get involved in the work of The Actuarial Education Company, for example marking assignments and helping to produce distance-learning materials.

**Key Responsibilities**

• Arranging introductory meetings with the apprentices and their line managers to explain the programme and ensure smooth onboarding

• Arranging, undertaking and documenting subsequent progress reviews – either face-to-face or remotely – the majority of these will be via Teams

• Managing own time and workload to ensure progress reviews are efficient and effective

• Reviewing / assessing work-based skills, knowledge and behaviours evidence submitted by apprentices and recommending necessary improvements

• Reporting to line managers and employers on apprentice progress

• Preparing the apprentice for the end-point assessment

• Supporting and advising the apprentices and their line managers to ensure that they fully complete the requirements of the scheme

• Working with the actuarial apprenticeship team to ensure consistency of approach

• Working with BPP’s Quality Assurance Team to ensure all quality assurance requirements and documentation requirements are met within BPP defined timescales

• Raising safeguarding concerns with the BPP Safeguarding team

• Ensuring target retention and completion rates for apprenticeships are met

• Effectively undertaking any other duties as required

• Depending on qualifications and experience, opportunities may also arise to carry out tasks for The Actuarial Education Company, for example marking or course production

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

• Qualified actuary (Fellow of IFoA preferred, Associate considered)

• A good awareness and understanding of the role of an actuarial technician, actuarial analyst or trainee (or similar actuarial student roles)

• Individual responsibility, honesty and integrity

• Friendly, enthusiastic with excellent interpersonal skills

• Ability to motivate (eg if the apprentice is falling behind)

• Ability to communicate professionally and work closely with and support all stakeholders

• Experience of working autonomously and managing own workload efficiently and effectively

• An ability to take responsibility for developing own knowledge and skills

• Ability to work as part of a wider team

• Self-motivated and willing to take the initiative

• Excellent time management and organisational skills

• Excellent communication skills – written, online, over the telephone and face-to-face

• The successful candidate will be required to undergo a DBS check

• Good access to major UK cities and Abingdon

• Good IT skills: Word, Excel, PowerPoint, Outlook

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

some experience of coaching / mentoring actuarial students