

**BPP Job Description**

**Job Title** Programme Manager

**Department Accountancy & Tax**

**Location Home based**

**Additional details**

**Travel requirements (if applicable):** As needed

**Contract type Full time and permanent**

**Hours of work 37.5**

**Reporting lines Head of Programme – Accountancy and Tax Apprenticeships**

**Job Purpose**

You will become an expert on Accounting and Tax apprenticeships and your role will be to build collaborative relationships with internal teams to ensure they have the knowledge to effectively support our learners and clients. This will help us to retain our learners and clients and continually improve feedback scores. This role will also support the continual design and development and of the Accountancy and Tax Apprenticeship programmes.

.

**Key Responsibilities**

**Programme Delivery**

**Engaging Inductions and Webinars:** Deliver comprehensive inductions, line manager webinars, and skill and behaviour sessions across accountancy and tax apprenticeships.

Conduct EPA webinars ensuring timely completion and learner success.

**Programme Design**

**Content Leadership:** Lead reviews and updates for Skills & Behaviours content on the Hub as needed, working closely with the Head of Programme.

**Collaborative Improvement:** Work closely with coaches to implement necessary programme improvements.

**Standards Delivery:** Spearhead the delivery of new standards within BPP and with external institutes

**Innovative Research and Design:** Conduct research and design programmes as required.

**Content Management:** Oversee Hub content for A&T Apps pages, including EPA.

**Activity Planning:** Plan and enhance Skills & Behaviours activities and updates.

**Stakeholder Engagement**

**Strategic Liaison:** Collaborate with the Head of Programme to execute effective programme design.

**Stakeholder Training:** Train internal stakeholders on A&T apprenticeships to ensure comprehensive understanding and support for learners and employers.

**Efficient Query Management:** Assist with resolving queries about our programmes

**Institute Collaboration:** Liaise with institutes regarding the continued development of the programme and end-point assessments**.**

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

* Excellent communication and interpersonal skills, both written and verbal including presentation skills.
* The ability to build rapport quickly with a wide range of people (internal and external).
* Proactive, resilient, and ready to take on any task
* Self-motivated with a “can do” attitude
* Excellent organisational skills to meet deadlines
* Able to prioritise effectively and be able to juggle several tasks at the same time
* Work well within a team to solve problems collectively, making suggestions and using other people's ideas and advice