

Workplace Development Coach

Waterside Training Ltd are looking for an experienced time-served Electrical Maintenance Engineer to develop Apprentices undertaking Engineering and Manufacturing Apprenticeship programmes.

Waterside has a long standing and highly regarded reputation for providing high quality engineering and manufacturing apprenticeships for over sixty years. Having long established relationship with world renowned employers, our prime purpose is to provide our valued employers with a high quality, bespoke engineering and manufacturing apprenticeship programme, that produces outstanding technicians and engineers of the future.

Due to our continued growth, we are looking for an additional workplace coach to join the team in supporting and mentoring our apprentices through their Engineering or Manufacturing Apprenticeship's in preparing them for the rigors of their end point assessments in SMT, SIMT, MOET, EDD, SHE Apprenticeship Standards.

We are looking for a full time role over 37.5 hours per week, Monday to Friday.

You will work closely with our team of experienced workplace coaches who will support and guide you on how to lead, motivate and inspire our apprentices to achieve their full potential.

Previous experience with NVQ assessments and or apprenticeship standards would be great, however it's not essential as full training and support to develop the skills required for this role will be provided. As part of the role is assessing apprentices, you will need to have or obtain an assessing qualification. If not already obtained full training and support will be given to achieve this qualification.

You will need to be a **time served Electrical Engineer**, with relevant industry experience. This role would be perfect for anyone thinking about coming off the tools or out of industry, but not yet ready for retirement, who could pass on and share their experience and specialist knowledge and skills with engineers at the start of their careers.

Employer satisfaction is paramount to us, and excellent levels of customer service and professionalism are essential. With support from the Business Growth Executive, you will act as a key point of contact for the employers and apprentices on your caseload.

Ensuring relationships remain strong and positive, and through engagement and listening to employer feedback, you will contribute to maintaining our standards and reputation by ensuring our products and services are high quality, relevant, and meet employer skills needs for the future.

A driving license is a requirement for this role as a large part of the role will be travelling to client sites to assess apprentices within the North West region. You will also be required to undertake a DBS/CRB check.

KEY DUTIES

- Manage a caseload of apprentices, visiting apprentices in the workplace to undertake reviews and progress meetings with the apprentice and employer, and prepare them for final assessment of SMT, SIMT, MOET, SHE, EDD Apprenticeship Standards.
- Undertake reviews at apprentice's place of work, feeding back progress and areas for improvement to employer representatives. You will be responsible for assessing learner's competence in the workplace identifying skills gaps and recommending any required additional training needs on behalf of Waterside or the employer.
- Provide practical advice and support, mapping learning, skills and behaviours against the apprenticeship standard, and coaching the apprentice to achieve the best possible achievement outcome.
- Accountable for ensuring progress and skills development of the apprentice in the workplace, highlighting gaps in knowledge or behaviours, or risks to evidencing off the job training or a successful end point assessment.
- Contributing to standardisation, quality and progress tracking meetings, supporting a professional, creative and collaborative culture to produce the very best outcomes.
- Develop and build relationships with existing employers to grow apprenticeship provision and understand their skills needs; influencing the specialist skills training provided in the apprenticeship to ensure apprentices have the skills employers need for the future.

- Provide support in recruitment and celebratory events and other activities as required as part of the apprenticeship programme and delivery.
- To work alongside and comply with all company policies as laid out in the Waterside Employee Handbook on Health and Safety, Equality, Safeguarding, Bullying and Harassment and Equal Opportunities.

ADDITIONAL TASKS:

To comply with Professional and Academic Compliance Standards at all times

- To undertake essential training and role-related activities/CPD
- To ensure full compliance with all policies and procedures.
- To work within Waterside Training Ltd policies on Health & Safety and Equal Opportunities.
- To comply with Waterside Training Ltd Safeguarding and whistleblowing policies and procedures.
- To undertake any other duties as required by the line manager.
- To assist with IAG guidance at careers events, fairs and open events.
- To assist and attend apprentice events, personal development, residential, presentation evenings along with any other events to promote or help the company.
- Enhanced DBS checks required as part of the role

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time.

**This post is not exempt from the Rehabilitation of Offenders Act 1974.
Previous candidates need not apply.**

Job Types: Full-time, Permanent

Salary: From £38,000.00 per year

Expected hours: No more than 37.5 per week

Benefits:

- Company pension
- Free parking

- Health & wellbeing programme
- On-site parking
- Private medical insurance
- Sick pay
- Work from home

Schedule:

- Day shift
- Flexitime
- Monday to Friday

Supplemental pay types:

- Bonus scheme

Ability to commute/relocate:

- St Helens, WA9 1TW: reliably commute or plan to relocate before starting work (required)

Education:

- Time-served Apprenticeship (required)
- Certificate of Higher Education (required)

Experience:

- Engineering: 6 years (required)

Licence/Certification:

- Driving Licence (required)
- Time Served Engineering Apprenticeship (required)
- HNC Level 4 (required)

Willingness to travel:

- 75% (required)

Work Location: Hybrid remote in St Helens, WA9 1TW

Application deadline: 30/04/2024

**Apply with your CV and covering letter to
kkirby@waterside-training.co.uk or call 01744 616837 to find out
more.**