



Job Advertisement for Apprenticeship Manager

 **Location:** St Helens, WA9 1TW

 **Salary:** Competitive Salary + Benefits

 **Contract Type:** Full-time, Permanent, 37.5 hours per week Monday to Friday x 52 weeks

Empower the Next Generation – Join Us as Apprenticeship Manager.

This is a brilliant opportunity to join Waterside Training Limited, one of the leading engineering and advanced manufacturing training providers in the Northwest, specialising in apprenticeships and bespoke technical training. Over the last 60 years Waterside Training Limited has built a strong reputation as a trusted and high-quality provider of specialist training and engineering and manufacturing apprenticeships.

You'll join a passionate and professional team who are proud to deliver high-quality apprenticeships and training, resulting in outstanding achievement rates and high levels of employer and apprentice satisfaction. This is your chance to join the company as it continues to grow, and you will help shape the future of our engineering apprenticeships through engagement with new and existing employers from across the wider Liverpool City Region.

You'll be the face of Waterside Training, engaging employers and inspiring the next generation of engineers and manufacturing technicians with confidence. You'll build trusted relationships with employers and wider stakeholders and lead on the end-to-end recruitment and selection of apprentices on behalf of our employers.

About the Role:

As our **Apprenticeship Manager**, you'll take the lead in shaping, managing, and growing our apprenticeship provision. This is a strategic and hands-on role, where you'll oversee the end-to-end journey from recruitment through to successful completion ensuring every apprentice and employer receives an outstanding experience.

You'll be the central point of contact for apprentices, employers, and our partner St Helens College, driving performance, compliance, and apprentice and employer satisfaction.

What You'll Be Doing

- Leading the operational delivery of our apprenticeship programmes.
- Managing a small team to achieve recruitment targets.
- Acting as the go-to person for apprentices and employers throughout the apprenticeship journey.
- Promoting our services through careers events, school liaison, and employer engagement and networking activities.
- Driving business growth through marketing and sales of our apprenticeship services across the Northwest.
- Enhancing client relationships and creating opportunities for employers to help shape our curriculum.
- Supporting recruitment, IAG (Information, Advice and Guidance), selection, and onboarding of apprentices.

- Working closely with the HR team and employers to streamline enrolment and compliance processes via the Digital Apprenticeship Service (DAS).
- Organising events and celebrations to showcase success and promote the value of apprenticeships.

About You

We are looking for someone who:

- Has experience working in a business development or other externally facing position, with a good knowledge of education and apprenticeships.
- Is a confident communicator and relationship builder, equally comfortable working with young people, employers, and education partners.
- Has a strong understanding of compliance, funding, and regulatory requirements.
- Is target-driven, proactive, and passionate about creating positive learning experiences.
- Has strong organisational skills and thrives in a collaborative, multi-stakeholder environment.
- Is comfortable delivering presentations to large audiences
- Has a good knowledge of the education landscape and the key skills priorities of the wider Liverpool City Region
- Has event management experience
- Has a qualification in careers and initial advice and guidance

If you're ready to take on an exciting leadership role in **apprenticeship management**, we'd love to hear from you!

Apply Today!

Send your CV and cover letter to Kathryn Kirby, HR Manager, email kkirby@waterside-training.co.uk