

**APPRENTICESHIPS MANAGER**

**Responsible to**: The Registrar

**Purpose of role**:

The National Film and Television School is developing the delivery of apprenticeships in partnership with key employers in the film, games and TV industry.

We are seeking a proactive person with exceptional interpersonal skills to provide effective management of the School’s small but growing apprenticeship provision, and to work alongside employers and internal stakeholders to develop new apprenticeship programmes.

The Apprenticeship Manager will provide information, advice and guidance to Heads of Department ensuring that apprenticeship programmes are planned and delivered to an excellent standard.

 As the **Apprenticeships Manager** you will:

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| * Working with specialist NFTS course tutors and coordinators, oversee the management of the end to end process for the operational delivery of Apprenticeship programmes, from onboarding of employers and apprentices, through to completion, ensuring that all processes are operated strictly in line with regulatory requirements.
* Ensure that effective systems and structures are in place to enable delivery of the School’s apprenticeship ambitions.
* Lead the compilation of the annual self-assessment report and quality improvement plan.
* Manage and oversee the collection and summary of annual apprentice and employer satisfaction data and support collation of other relevant KPI data as required, including the dissemination and analysis of apprenticeship surveys.
* Negotiate, prepare and review agreements with third parties in support of apprenticeship activities, for example End-Point Assessment and Functional Skills.
* Working closely with the School’s Director and key external stakeholders, identify opportunities for the School to provide training for existing Apprenticeship Standards at different FHEQ levels, including degree-level.
* Consult with industry partners, academic institutions, and existing apprenticeship providers to gather insights and recommendations to develop new Apprenticeship Standards where needed.
* Research and design the delivery model for new Apprenticeship programme/s (including Degree Apprenticeships) in collaboration with industry partners, academic staff and the management team.
* In conjunction with the Registrar and Director of HR, ensure that ESFA and Ofsted requirements are delivered to a high standard.
* Make recommendations for the enhancement of processes that facilitate the smooth running of the programmes and compliance with ESFA and Ofsted.
* Produce costed resource models for delivery of the programme/s, identifying key risks, compliance requirements and mitigation plans.
* Keep abreast of changes and policy developments relating to apprenticeships and funding issues, and provide updates to management.

**PERSON SPECIFICATION**Skills/experience required:* Excellent interpersonal and communication skills, with the ability to collaborate effectively with academic staff, industry professionals, and senior management;
* Thorough knowledge of the Higher Education landscape;
* Knowledge of the regulatory framework and funding models for apprenticeships in the UK;
* Good knowledge of the film, games and TV industry;
* The ability to research and analyse complex data and information;
* The ability to summarise complex data, and present headlines and key implications;
* Excellent skills in writing clear, evidence-based reports with well-defined recommendations;
* The ability to work both independently and as part of a team, managing complex projects with excellent time management and organisational skills;
* The ability to work quickly to tight deadlines.
* Experience of working in, or with, Higher Education institutions.

Desirable:* Experience of working in, or alongside, the film and TV industry and an understanding of the industry's requirements and standards for education and training.
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