

# Tyne and Wear Fire and Rescue Service



## Apprenticeship Coordinator (2 Year Fixed Term Contract)

**£25,481 + benefits**

### About Us

We have an exciting opportunity for a talented and experienced Apprenticeship Coordinator to work within the Learning & Development Department (L&D) at our Service Headquarters in Washington. Reporting to the L&D Management Team, you will support all aspects of delivery of apprentice programmes across Tyne and Wear Fire and Rescue Service (TWFRS), with the aim of developing both existing and new apprenticeship programmes for the organisation.

The successful candidate will be required to lead on Apprenticeships for the Service, providing advice and guidance on apprenticeship programmes and levy funding rules and requirements across all levels of TWFRS.

The Service values and respects the diversity of its employees, and aims to recruit a workforce that represents the communities we serve. We welcome applications irrespective of people's race, disability, gender, sexual orientation, religion or belief, age, gender identity, marriage and civil partnership, pregnancy and maternity.

### About the role

The successful candidate will be required to support the delivery of TWFRS Apprenticeship Programmes within the function and contribute to the provision of an excellent service by:-

- Developing and implementing apprenticeship programmes.
- Engaging with stakeholders to promote and break down barriers around apprenticeships
- Managing levy funds including forecasting, tracking and reporting including knowledge of and ability to provide guidance on levy funding rules and requirements.
- Ability to review and improve apprenticeship provision according to organisational need.

Closing date for applications is **Monday 20 September 2021 at 17:00 hours.**

## What we can offer you

Tyne and Wear Fire and Rescue Service Headquarters are based in a purpose build office in Washington, with ample free parking and easy access from the A1 and A19. On site facilities include catering facilities and an onsite gym. The role also benefits from an attractive package, including up to 22 days holiday and public holidays, Local Government Pension Scheme and access to a range of social and volunteering opportunities.

## About the Selection Process

Set out below are the key dates relating to this selection process:

Stage	Timeline
Advert closes	Monday 20 September 2021 at 17:00 hours
Notification of shortlist	Tuesday 21 September 2021
Interview	Monday 27 September 2021

\*Please note the dates detailed may be subject to change due to COVID impact.

## Interested in applying?

To apply for the role please visit <https://www.twfire.gov.uk/work-for-us/>.

For further information regarding the role please contact Dale Howey, Station Manager via [dale.howey@twfire.gov.uk](mailto:dale.howey@twfire.gov.uk).

Thank you and good luck!