



**Our mission is: 'Inclusion, realising potential; transforming lives'**

## **JOB DESCRIPTION**

**Job Title:** Interim Business & Partnerships Manager (Apprenticeships)

**Responsible to:** Vice Principal: Partnerships and Growth

**Accountable to:** Deputy Principal and Deputy Chief Executive

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### **Job purpose**

To be responsible for apprenticeship business development, apprenticeship recruitment and apprenticeship employer account management at Warrington and Vale Royal College. This role will work in collaboration with employers, the apprenticeship delivery team and wider Business Centre colleagues to drive growth across apprenticeships and commercial income. Key focus will also be on building meaningful employer partnerships that support the development of student progression opportunities. The appointment will work closely with key employer stakeholders to identify local, regional and national skills needs in order to develop a responsive training offer that is essential to our economy and the communities we serve.

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### **Key responsibilities**

- Manage a team of Business Engagement Coordinators to identify employer engagement and business development opportunities, with a particular focus on apprenticeships.
- Manage a Business Engagement Administrator to ensure smooth, accurate and timely administration support for the team.
- Complete robust training needs analysis with employers to identify workforce needs and make suitable training solution recommendations.
- Working alongside colleagues in Admissions, Marketing and MIS, oversee apprenticeship recruitment ensuring efficient processes are in place to deliver high quality customer service.
- Regularly review the external landscape to identify employer skills needs and disseminate labour market intelligence to the Apprenticeship Delivery Team to inform curriculum planning.



- Work in collaboration with the Apprenticeship Managers and Director of Apprenticeships to design a relevant apprenticeship training offer that responds to local, regional and national skills strategy and employer demand.
- Work in collaboration with wider Business Centre colleagues to form new employer relationships, maintain strong employer partnerships and utilise those links to identify opportunities for impactful employer engagement interactions.
- Contribute to the successful progression of apprentices and classroom-based learners by utilising employer links to identify opportunities for industry placements, live briefs, guest lectures, masterclasses, site visits and skills competitions.
- Working alongside Business Centre colleagues, contribute to the delivery of employer-focused events and meetings.
- Coordinate the college's apprenticeship-focused 'talent spotting' activities between employers and curriculum teams in order to support student progression to apprenticeships.
- Monitor apprenticeships starts vs monthly and annual targets.
- Contribute to monthly reporting on apprenticeship recruitment and supporting employer engagement activity.
- Oversee team tracking systems to monitor apprenticeship starts.
- Liaise with colleagues across the Business Centre and oversee the management of the college's employer database ensuring records are kept up to date.
- Represent the college and the Business Centre at networking and other external events, helping to raise the profile of the organisation and forge new stakeholder links.
- Work with the Apprenticeship Managers and Director of Apprenticeships to deliver initial advice and guidance to prospective apprentices through dedicated careers sessions, open evenings and other marketing events.
- Deliver a supportive, customer-focused service to employers including providing support for the Digital Apprenticeship Service (DAS).
- Help employers to access incentives and wider support services, as available, to encourage engagement with apprenticeships.
- Attend cross-sector employer steering groups to provide updates on apprenticeships and identify potential opportunities for employer collaboration and business development.
- Contribute to the apprenticeship self-assessments ensuring it is timely and impactful and action plans are developed, implemented and monitored.
- Assist in ensuring the good reputation of the centre, representing the College when required, at both internal and external events.
- Actively promote Equality, Diversity and Inclusion within the area
- Foster a culture of innovation within the team, leading on the use of new technologies.

### Performance Management:

- Contribute to targets aligned with team and overall college key performance indicators (KPIs) and take part in effective performance management review (PMR) and self-assessment processes.
- Realise apprenticeship income targets
- Ensure team and staff targets are communicated effectively and monitored on a weekly basis.



- Deliver training, as required, to staff members to ensure high performance and support staff skills development and career progression.
- Ensure the culture within the business development team is in line with the College's values, behaviours and professional standards.
- Manage change within the team in an open and professional manner.
- Provide and use data in a timely manner to make effective interventions.

#### **Stakeholder focused:**

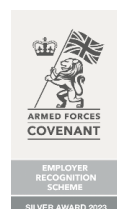
- Place employer satisfaction at the heart of the work of the Business Centre
- Ensure the recruitment of all apprentices is in line with College policies and procedures and meets external stakeholder's expectations.
- Actively monitor and solve employer issues, working with apprentices, students, internal delivery teams and external stakeholders, as required, to find appropriate solutions.
- Contribute to the learner experience on all apprenticeships and programmes of study by facilitating excellent employer-led enrichment opportunities that lead to strong progression into either employment, further or higher education.
- Deliver effective, efficient and professional services as required at open events, careers events, employer events and other internal and external events.

#### **Professional Standards**

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

#### **Responsibilities common to all Staff**

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.



- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

### **Responsibilities common to all Managers**

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- To contribute to and promote the achievement of the College's Mission, Values and British Values.
- Participate in performance management review and take responsibility for the completion of agreed objectives.
- Participate in relevant professional development, ensuring others do the same.
- Ensure all staff and students comply with the Health and Safety at Work Act 1974.
- Ensure that all staff and students comply with the College's Equality & Diversity Policy.
- Be aware of and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- Hold team meetings and disseminate College briefings, feeding back staff comments as appropriate.



- Accept responsibility for safeguarding, promoting the welfare of children and vulnerable adults and Prevent.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste
- Undertake any other duties commensurate with the grading of the post.

## Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

## Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

### Our college values are:

**We put our students and customers first** - prioritising their inclusion, learning and progress, supporting their health and wellbeing and realising their potential

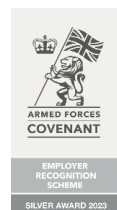
**We recognise that people are our greatest asset** – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, galvanising them through inclusive practice, recognising the difference they make and rewarding them for the work they do

**We pursue excellence in all we do** - a passion for inclusive, high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

**We embrace change** - looking forward to the future, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands

**We collaborate and work in partnership with others** - actively seeking opportunities to become more inclusive, working with others in the best interests of the college community and key stakeholders, delighting our customers

**We operate sustainably, ethically and responsibly** – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, acting with



integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

**We are guided by the principles of sound financial stewardship and operational efficiency** – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



## PERSON SPECIFICATION

### Qualifications

#### Essential

- An appropriate L3+ professional qualification for business development work of this nature.
- GCSE English (grade C/4+)

#### Desirable

- A relevant higher-level qualification (L4+)
- A L5 or above leadership and management qualification

### Experience and knowledge

#### Essential

- Experience in managing business development operations within an education & training environment
- Experience in managing people
- Experience in apprenticeship recruitment
- Experience in developing & maintaining strong employer/stakeholder relationships
- Experience in account management
- A proven track record in meeting or exceeding targets related to business development, commercial growth or recruitment
- Knowledge of the current further education and apprenticeship landscape and in particular, apprenticeship funding rules and related government policies

#### Desirable

- Knowledge of the Cheshire, Warrington & Liverpool City Region sub-regional economic and skills priorities
- Knowledge of Cheshire, Warrington & Liverpool City Region employer networks and key industry 'hotspots'

### Skills and abilities

- Strong people management skills
- Demonstrates excellent professional practice in line with the professional standards.
- Demonstrates a consistent and strong bias to action and taking accountability for delivery of results
- Ability to foster close collaborative relationships with both internal and external stakeholders
- Ability to lead, manage and motivate others with drive, energy and determination to deliver outstanding performance



- Relentless focus on customer service
- Well-organised
- Demonstrates strong ability to analyse and understand data and information
- Uses good judgement to make insightful decisions
- Strong skills in leading innovation and continuous improvement
- Manages change and challenges with confidence & impact
- Effective written and oral communication skills, including the ability to present issues clearly and concisely to a wide variety of audiences
- Excellent negotiation & persuasion skills
- Digitally competent
- Report writing skills
- Proactive & solution driven

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