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| **Professional Training Coordinator** |

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| **Reporting to:** | Head of Professional & LandPro Training |
| **Working Hours:** | Full time (37.5 per week) |
| **Salary:** | £30,755–£34,463 |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

Plumpton College is seeking a highly motivated and organised **Professional Training Coordinator** to drive the college’s growing professional training offer and ensure the successful delivery of the college’s Skills Bootcamp programmes. Situated within the college’s Business Services department, the successful candidate will be responsible for coordinating all aspects of the college’s offer across these two areas, ensuring full recruitment, effective delivery, monitoring, and evaluation. This is a dynamic and impactful role, helping learners and organisations access high-quality training that leads directly to job outcomes, knowledge enhancement for career progression and business prosperity.

**Duties and responsibilities of the job**

1. **Main Duties**

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| 1. Oversee the day-to-day operations of the college’s Professional Training and Skills Bootcamp provision, ensuring timely and compliant delivery of offer |
| 1. Collaborate with curriculum teams and delivery staff to ensure teaching and learning activities are well-structured and aligned with employer and learner needs. |
| 1. Act as the lead contact for learners and employers engaged in Professional Training and Skills Bootcamps. |
| 1. Manage and coordinate external trainers and speakers involved in delivery of Professional Training and/or Skills Bootcamps |
| 1. Manage initial enquiries and coordinate onboarding activities, including eligibility checks and enrolment processes. |
| 1. Monitor learner attendance, progress, and outcomes, providing support or interventions as necessary to maximise retention and success. |
| 1. Track programme KPIs, collate learner data, and prepare reports for internal and external stakeholders |
| 1. Implement effective evaluation methods to measure impact and learner satisfaction, using findings to inform continuous improvement. |
| 1. Ensure compliance with funding requirements, audit standards, and reporting deadlines. |
| 1. Work with college’s Marketing and Business Services colleagues to implement recruitment initiatives including engagement events, direct marketing, stakeholder outreach to ensure programmes reach enrolment targets. |
| 1. Provide efficient and effective general administrative support to the Skill Bootcamps, to enable seamless project delivery |
| 1. Collaborate with external stakeholders and college curriculum teams to develop industry responsive funded and non-funded Professional Training programmes |
| 1. Liaise with the marketing team to highlight case studies, including films, blogs and vlogs, for distribution in the public domain to raise the profile of Plumpton College and our offer |
| 1. Attend internal project group meetings to capture progress of each assigned skills bootcamp to inform progress reports and actions to achieve project outcomes. |
| 1. Provide a monthly report for the Head of Professional and LandPro Training, describing but not limited to skills bootcamp projects progress, risks and interventions in place to deliver successful project outcomes and update on Professional Training offer. |
| 1. Work with the MIS and Student Records to ensure compliant enrolment procedures are in accordance to project funding guidelines. |
| 1. Record all employer engagement activity on the CRM system, including creating new accounts and updating exiting accounts, and proactively highlight CRM as the mechanism for recording employer data to colleagues across the college. |
| 1. Meet set key performance indicators, as directed by your line manager. |
| 1. Support key college events including careers events, employer engagement and business networking events to drive learner recruitment. |
| 1. Provide data, project performance reports, and presentations on project progress to management |

1. **Continuous Professional Development**

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance the customer experience. |

1. **Other responsibilities and duties**

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| 1. To attend events/shows and assist the cross College team for these events, this may include some weekends and evenings from time to time |
| 1. To undertake any other reasonable duties from time to time commensurate with the grade of the post as requested by line manager, the Senior Management Team or Principal. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

* Ambitious and Progressive
* Enterprising
* Professional
* Passionate about everything we do
* Supportive

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| **Essential criteria for the post** |
| Five GCSEs at Grade 4 / C or above (or equivalent), including Mathematics and English. |
| Confident IT skills including a familiarity with MS Office. |
| Project coordination experience, with a track record of delivering a highly organised approach to managing multiple projects and tasks. |
| Highly motivated, proactive, with an ability to motivate self and others to achieve results. |
| Ability to comprehend and effectively summarise complex information. |
| Ability to interpret project plans, identify priorities, and communicate potential risks. |
| Excellent communication and interpersonal skills, able to present ideas and communicate information confidently and effectively whether in reports or presentations. |
| Excellent organisational skills; experience in coordinating internal and external teams and individuals. |
| Experience of organising own workload and prioritising tasks accordingly. |
| Confident working to KPIs including project and revenue targets |
| Full driving licence and access to transport as this role will require regular off-site employer visits. |

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| **Desirable Criteria** |
| Experience of working with ProSuite. |
| Knowledge of one of the subject areas taught at Plumpton College. |
| Knowledge of further and higher education policy, specifically Skills Bootcamps and modular style learning. |
| Knowledge of GDPR and Safeguarding issues. |
| A project management qualification or formal project management training. |
| Experience of building employer relationships in an account management role. |
| Experience of working in employer, careers, education and skills sector |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole College events where there will be a requirement to attend.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal