

JOB DESCRIPTION: Programme Manager

DEPARTMENT: Knowledge



Role overview

You will take responsibility for the design and maintenance of one or more of Damar's apprenticeship programmes, such that they are outstanding quality, efficiently delivered and profitable: providing support to trainers in their delivery role; and to other teams in their account management, recruitment, sales and marketing work.

- Location: As set out in your terms and conditions of employment
- Normal hours of work: As set out in your terms and conditions of employment
- Reporting to: Head of Knowledge

The contents of this job description are not exhaustive. You may also be asked to perform other related duties relevant to the level of your role to meet the ongoing needs of our business.

Key responsibilities

- Contribute to the design and maintenance of models of delivery for specific apprenticeship standards that are outstanding quality, efficient and profitable
- Create and maintain training plans and activity briefs that deliver the KSB requirements for specific apprenticeship standards (or equivalent for functional skills)
- Ensure that trainers have access to high quality training resources (whether paper-based, via Damar OpenLearning or delivered by subject matter experts) and that these are being used effectively by students and their trainers, providing training on resources where necessary
- Create mid-point assessments (and potentially participate in their delivery)
- Ensure that OneFile is capable of accurately reflecting student progress through the apprenticeship
- Take a lead in liaising with training team managers, and with the BD team, so that our employers and students are well-supported through their apprenticeship
- Engage with EPA organisations and with trailblazer groups to make sure our trainers are properly equipped to help students succeed in their EPAs
- Working effectively with other programme managers and colleagues to share best practice and ensure consistency across all apprenticeship programmes

Skills

- ICT literate with good presentation skills
- Excellent communication skills, both written and verbal
- Able to effectively manage conflicting and competing priorities
- Excellent interpersonal and team-working skills

Knowledge and qualifications

- Experience of delivery of Apprenticeships, and/or other accredited training programmes
- [Additional relevant to the role (subject-specific)]

Personal attributes and behaviours

- Professional approach

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- Flexible with the ability to work around changing business needs
- Team player

Additional requirements

- To comply with the requirements of our Employee Handbook and our policy documents
- To promote the equality of opportunity within our organisation
- To demonstrate commitment to safeguarding and promoting the welfare of all learners
- An enhanced Disclosure and Barring Service (DBS) check is a requirement of all roles at Damar that may include sole supervision of young people or vulnerable adults