

# JOB DESCRIPTION

## APPRENTICESHIP SKILLS COACH

First Intuition (FI) is a fast-growing premier provider of accountancy training and apprenticeships. Due to increased demand for apprenticeship training programmes we are always looking out for new Skills Coaches to join our team. The role also offers great longer-term prospects for the right candidate.

### Duties and responsibilities include:

- Meeting apprentices and their line managers on a regular basis via telephone, face to face or online meetings to review progress on the apprenticeship programme and agree targets and actions to ensure apprentices remain on track to achieving a timely completion.
- Provision of coaching and guidance on how to identify further opportunities for development of the skills and behaviours required by the apprenticeship and working with apprentices and employers to document evidence of progress in an efficient and effective manner using our own e-portfolio system, FILearn.
- Supporting induction and skills development of apprentices by delivering presentations and running skills workshops.
- Supporting the reporting of progress and associated data collection requirements.
- Supporting the ongoing administration of the apprenticeship programme for your learners, including tracking exam results.
- Working with our compliance team to implement new processes and approaches to supporting apprentices to enhance the quality of on-programme support.
- Supporting additional work as required by management from time to time.

### Qualifications and skills

#### Essential:

- Ability to inspire, influence and motivate, with an enthusiasm for learning
- Effective communicator with excellent interpersonal skills
- Confident and professional, as you will be representing our brand to our clients and apprentices
- Exceptional organisational and time management skills
- Ability to manage own workload
- Microsoft literate (Excel, Outlook)
- Up to date knowledge of apprenticeship standards

#### Desirable:

- Understanding of the accountancy sector/qualifications (AAT, ACCA, CIMA, ICAEW)
- Coaching/Assessing experience