

WE ARE HIRING

Apprenticeship / Graduate
Coordinator

Building Products, Doncaster



This is an exciting opportunity to join the Polypipe Building Products Learning and Development Team based at Neale Road site Doncaster.

Your role will support the Head of Learning and Development in maintaining a consistent and structured approach to Apprenticeship Programme delivery across Building Products to ensure a diverse talent pipeline across (graduates)and apprentices, whilst maximising use of the levy fund.

The ideal candidate will have experience of working on an apprenticeship levy/graduate scheme and be able to bring ideas and add value by helping the team and the group look at the future focus around apprenticeships. You will be able to work to pace and be results orientated with the ability to work to deadlines.

APPLY NOW!

If you're up to the challenge, please send your CV to the email below.

✉ [\[jazz.jones@polypipe.com\]](mailto:[jazz.jones@polypipe.com])

Key Accountabilities:

- Main point of contact for all graduate and apprenticeship queries
- Track Levy payments through DAS (Digital Apprenticeship Service)
- Developing and maintain relationships with ESFA (Education and Skills Funding Agency)
- Coordinate and deliver an efficient onboarding experience for apprentices and graduates across Polypipe Building Products (and into other group business units where necessary)
- Carry out all administration and compliance related tasks for both programmes

To be successful you will:

- Previous experience of administrating apprenticeship or graduate programmes
- Ability to conduct audit activity against ESFA funding requirements
- Excellent Prioritisation Skills
- Great organisation skills with a flexible approach to work
- Emotionally Intelligent
- Good working knowledge of Microsoft applications, e.g. PowerPoint, Excel, Word

Polypipe Building Products operates an Equal Opportunities Policy. All applications will be assessed against the criteria outlined in this job advert.

ADVERT TYPE

INTERNAL / EXTERNAL

APPLICATION CLOSING DATE

FRIDAY 29TH April 2022