

Apprenticeship & Graduate Coordinator Vacancy

Cogent Skills Services, part of the Cogent Skills group of companies have an exciting opportunity for an Apprenticeship & Graduate Coordinator based at our Warrington office. The successful candidate will have experience of employer and training provider contracting and utilization of the Apprenticeship Levy portal.

To provide dedicated support for employer services and Apprenticeship funded programmes as part of the Apprenticeship & Graduate team. This is a key role reporting to the Employer Services Manager and will require communication with a range of other stakeholders. Accuracy is paramount in relation to preparing contracting and financial schedules, checking, auditing and inputting information to the Apprenticeship Levy portal along with correct interpretation and compliance with the ESFA funding rules.

Remuneration Package

- Salary circa £23,000 to £27,000 (dependent on experience)
- Bonus
- Pension
- Life Assurance
- 28 days holiday plus 8 bank holidays
- Holiday buy back scheme
- Healthcare

Cogent is committed to Safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. A DBS will be required for this role.

To apply please submit an Application Form and a letter of application to human.resources@cogentskills.com by noon on 28th February 2020 outlining your suitability for this post and how you would ensure success. Interviews will take place early March 2020

The application Form can be found at

<https://www.cogentskills.com/about/work-for-us/>

You can also request a full job description and an informal discussion through the same email address as above

If you haven't heard back from us within 21 days of your application, it means that unfortunately your application has been unsuccessful on this occasion.

Website www.cogentskills.com

