

# Apprenticeship & Graduate Coordinator Vacancy

Cogent has an exciting opportunity for an Apprenticeship & Graduate Coordinator to coordinate the routine systems and paperwork generated within the Apprenticeship & Graduate team.

To support the positive relationships between employers, training providers and Cogent Skills through ensuring/ coordinating effective and efficient contracting relationships.

To support and guide employers in Apprenticeship Levy & Employer/Provider Accounts.

This position is a permanent part time role, 3 days per week, based at Warrington with Hybrid working.

## Remuneration Package

- Salary circa £26,000 - £28,500. (Pro Rata for 3-day week £15,600 - £17,100) per annum dependent on experience
- Part time permanent role
- Pension – 6% company contribution
- Life Assurance
- 28 days holiday plus 8 bank holidays (FTE)
- Opportunity to buy-back 5 extra days annual leave (FTE)
- Optional Private Health Care package
- Hybrid working
- Employee Assistance Programme
- Bonus Scheme
- Aspire Award Scheme
- On-site parking
- Long Service Awards
- Company Events
- Gym Discount
- Training & Development

Cogent is committed to Safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

To apply please click on the below link

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

Please complete an application form and send it together with a letter of application and your CV to [human.resources@cogentskills.com](mailto:human.resources@cogentskills.com) by 30th September 2023 outlining your suitability for this post and how you would ensure success. Interviews will take place via Teams Meeting/Zoom.

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.

Websites: [www.cogentskills.com](http://www.cogentskills.com)

We Care



We Speak Out



We Welcome



We are Enterprising

