

## Curriculum Delivery Coordinator

### Vacancy

Cogent have an exciting opportunity for a Curriculum Delivery Coordinator. The successful candidate will be responsible for the organisation, implementing the effective planning, coordination, and communication of our curriculum delivery for apprenticeship programs. This role will ensure that the curriculum is delivered efficiently and effectively, providing the highest quality education to our learners while maintaining strong communication with employers, learners, and tutors. The Coordinator will report to the Curriculum Delivery Manager and will work very closely with them to ensure the success of our provision.

#### Remuneration Package

- Salary circa £27,000 per annum dependent on experience
- Full time permanent role
- Pension – employee contribution 6%
- 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 with the requirement to be in the Warrington office 2 days per week
- Employee Assistance Programme
- Bonus Scheme
- Aspire Values Award Scheme
- Annual Values Awards
- Long Service Awards
- Annual Company Events
- Gym Discount
- Access to Training & Development Opportunities

#### Key Responsibilities:

- Develop, manage, and coordinate the delivery schedule for curriculum delivery, ensuring alignment with employer needs, learner and tutor availability.
- Organise and maintain the calendar of curriculum delivery sessions, including setting dates, times, and locations (virtual or in-person).
- Ensure all curriculum materials are prepared, distributed, and accessible to tutors and learners before each session.
- Monitor the progress of the curriculum delivery schedule, identifying and resolving any scheduling conflicts or issues that arise.

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- Serve as the primary point of contact between employers, learners, and tutors regarding curriculum delivery schedules, session details, and any changes or updates.
- Send out reminders, updates, and session recordings to learners and employers in a timely manner.
- Coordinate with employers to confirm attendance, manage expectations, and address any concerns regarding curriculum delivery.
- Ensure tutors have access to all necessary teaching materials, resources, and technical support required for effective delivery.
- Provide ongoing support to tutors, troubleshooting any issues related to the delivery process.
- Work closely with the Learner Onboarding and Recruitment teams to ensure a smooth transition for learners from enrolment to curriculum delivery.
- Collaborate with the Quality Assurance team to gather feedback from learners and employers, contributing to continuous improvement initiatives.
- Maintain accurate records of curriculum delivery schedules, attendance, and learner progress.
- Compile and generate reports on curriculum delivery metrics, providing insights and recommendations to management.
- Ensure compliance with data protection regulations in the handling and storage of learner and employer information.
- Provide general administrative support to the Curriculum Delivery team, including managing correspondence, scheduling meetings, and preparing documentation.
- To be the system expert around the Cogent Learn + Virtual Learning Environment to facilitate online learning delivery.
- Assist with the organisation of events, workshops, or training sessions related to curriculum delivery.
- Perform any other duties as required to support the effective delivery of apprenticeship programs.

### Key Performance Indicators

- Scheduling efficiency through reducing scheduling conflicts and number of sessions rescheduled
- Ensure learner attendance is reported to employers in a timely manner
- Feedback on quality of coordination approach of sessions from tutors, learners and employers

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- Ensure timely completion of learners delivery programme to be passed through gateway
- Implementation of process improvements based on feedback or internal review
- Enhance communication with employers and learners to maintain high levels of engagement

## Essential Knowledge Skills and Qualifications

### Experience:

- Previous experience in a coordination, administrative role, preferably within an educational or training environment is desirable
- Knowledge of apprenticeship delivery, further education, or vocational training is desirable.
- Proven track record of managing schedules, coordinating events, and handling multiple tasks simultaneously.

### Skills:

- Excellent organisational and time management skills.
- Strong communication skills, both written and verbal, with the ability to engage with a variety of stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and virtual meeting platforms (e.g., Zoom, MS Teams).
- Ability to work independently and as part of a team, with a proactive approach to problem-solving.
- Attention to detail and commitment to quality.
- Strong initiative and ability to problem solve.

### Key Attributes:

- Highly organised with the ability to manage multiple priorities.
- Strong interpersonal skills and the ability to build relationships with a wide range of stakeholders.
- A proactive, solution-focused approach to work.
- Commitment to continuous improvement and innovation in curriculum delivery.
- A passion for education and supporting the development of learners.

Please note this role would be subject to DBS requirements due to the nature of the business as an Apprenticeship Delivery Organisation.

Cogent is an inclusive employer and we value the diversity our workforce brings. We welcome applications from all candidates and will consider all applications equally and fairly.

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

Please complete the Candidate Information Sheet and send together with a letter of application and your CV to [human.resources@cogentskills.com](mailto:human.resources@cogentskills.com) by 16<sup>th</sup> November 2024 outlining your suitability for this post and how you would ensure success.

If you have additional needs that you would like us to consider during the application and interview process please contact Denise Bentley on 01925 515222 to discuss ways that we can support your application.

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)

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