



Apprentice Engagement Coordinator

Responsible to: Operations & Quality Manager

Base Location: Home Based

Basis: Full Time 37.5 hours per week

About us:

TICA is the sole trade association representing thermal insulation contracting companies throughout the UK. Our members are applying specialist insulation products to pipework, ductwork and storage vessels in large commercial heating and ventilation installations as well as the process, petrochemical and power generation industries.

Our organisation also acts as the standards setting body for our sector and are the sole provider of apprenticeship delivery from our National Training Centre in Darlington in the North East of England where we offer a L2 and L3 apprenticeship programmes in Thermal Insulation.

Representing nearly 80 full contracting members, our objectives as a Trade Association are to provide technical standards, drive skills and competency and deliver support to assist contractors in the day to day running of their organisations, including the recruitment of apprentices. As part of the Construction Industries Zero Carbon Change Scheme we have recently become a champion of the CLC initiative – Construct 2Zero.

About the role:

To support our growing membership and to ensure our industry maintains a pipeline of new skills, we are seeking to recruit an individual to work in partnership and engage with our members and relevant external organisations including construction colleges, to identify suitable candidates to progress and enrol onto our apprenticeship programme, supported by a TICA employer. You will actively promote our apprenticeship programmes and be a key contact for employers and colleges who wish to engage with TICA and our centre delivery team.

Initially, targeting the Midlands, South East and South West of England it is likely you will live centrally to this role.





What you'll be doing:

- Engage, develop and maintain relationships with all stakeholders to include TICA employers, regional colleges and centre delivery staff
- Identify opportunities and organisations to work with to develop existing construction related learners into a career in thermal insulation
- Deliver presentations and practical demonstrations to promote thermal insulation as a skilled career
- Provide a clear route to enrolment including matching with a suitable local TICA employer to start the apprenticeship journey
- Look to exploit new avenues for recruitment including candidates from traineeships, BAME and ex-military
- Help to improve and drive equality & diversity within the sector reaching out to new communities
- Manage the process of recruitment for members to the point of apprentice enrolment
- Use multiple platforms to proactively engage with potential apprentices, adopting a creative approach to maximise our exposure and candidate attraction across all platforms, hosting in-house events, college open days, registering for and attending external events

What we're looking for:

Essential

- Proven experience of building and maintaining successful employer/business relationships
- Strong communication and interpersonal skills with the ability to influence
- Great at working with, understanding and motivating people
- Self-driven, motivated and the ability to self-manage
- Highly organised with the ability to manage a large geographical area
- Good effective IT Skills in particular Microsoft systems - Word, Outlook, Excel and PowerPoint
- Presentation skills and experience in delivering briefing sessions

Desirable

- Knowledge of apprenticeship standards and delivery
- An understanding of ESFA funding and Ofsted
- Experience and understanding of equality and diversity promotion
- Knowledge and experience in learner Safeguarding and wellbeing





Why you should join us:

We are proud of the resources and qualification structure that our members have developed to maintain the skilled status of our industry operatives. All TICA staff enjoy hybrid/flexible working conditions and work in a forward thinking 'can do' environment where we thrive on being the best. If you join us, you will have the full support of our highly experienced team providing expert guidance on all things thermal insulation and you will be at the heart of our industry skills progression.

Your role will be both rewarding and satisfying, meeting the needs of members who rely on our support and activities to drive their own recruitment.

We will offer a competitive salary package that will include an excellent contributory pension scheme, 25 days holiday, private health, company car, laptop, mobile phone and resources to ensure a well-maintained office base from home.

Best of all you will be working with the support of a team who are completely committed to supporting your role.

We can't wait to meet you!

Applications should be made by forwarding an up-to-date CV and covering letter, explaining your interest in the role to TICA at hr@tica.uk.com

Closing date for applications will be 10 December 2021.

Interviews will take place at our National Training Centre in Darlington w/c 13 December.

