



Key Roles and Responsibilities

- Assessing Construction related qualifications (NVQ, SVQ and Apprenticeships) to awarding body standards in one or more of the following NVQ L3, L4, L6, L7; SVQ SCQF L6, L7, L9, L10, 11 and Core and Career Skills.
- Managing the Candidate Journey and delivering the FULL Esteem experience
- Assisting the wider Esteem team to deliver excellence.
- Promoting progression routes to existing clients and up-selling Esteem products.
- Completing funders paperwork.

Critical Success Measures

- Meet milestone deadlines and IV standards using Learning Assistant and its associated functions effectively
- All candidate work is planned in advance, well managed and progress reported in line with Esteem policies and processes
- Maintain regular and supportive communication with candidates to ensure a positive candidate experience utilising the LA Contact Diary and Esteem escalation process where appropriate.
- Evidence that a number of Candidates progress on to additional Esteem products and progression routes

Communication with the team

- Complete weekly Workplan and circulate to all staff
- Review and digest team weekly Workplans prior to weekly team meeting
- Complete daily Workplan updates and circulate to all staff
- Complete weekly team meeting input - highlights, learning points and questions
- Attend monthly Esteem Team Days
- Utilise Skype to communicate with the team on a regular basis

Terms and Conditions

- Salary - £22,500 (rising depending on skills and experience)
- Laptop and printer will be provided
- Monthly working from home contribution of £18
- Monthly Mobile phone contribution of £25
- Health Insurance (after 12 months)
- Pension
- 35-hour week (flexible working with availability between 9am & 5pm for phonecalls/emails)
- Holidays - 5 weeks plus 8 statutory days

How to apply

If you are interested in the role, or would like to know more email Ian Grigg (ian@esteem.uk.com) with an up to date CV and a covering email detailing why you feel you would be a great fit for Esteem.
