



Apprenticeship Assistant

**Salary - £23 to 26,000 per annum plus benefits
(including final salary pension scheme)**

The Role

The job purpose is to provide support for the management of Apprenticeship frameworks in the Hospitality, Leisure, Travel and Tourism sectors and to manage the Young Apprenticeship in Hospitality programme.

The main responsibility will be the management and delivery of the Young Apprenticeship in Hospitality project in line with employer needs. You will handle queries for Apprenticeship and Young Apprenticeship, ensuring up-to-date information is maintained internally and externally.

The role is offered on a Fixed Term basis to May 2010 and will be office based.

The Candidate

The ideal candidate will have strong verbal communication and written skills with the ability to express complex information in plain English. You will be able to demonstrate good attention to detail.

With experience of working with qualifications or development of Apprenticeship programmes preferred this role will suit a candidate with strong organisation and analytical skills with potential to develop as a project manager.

A Job Description is available at <http://www.people1st.co.uk/appointments>

To apply send cover letter and CV by email roisin.boyer@people1st.co.uk.

Closing date for applications will be Friday 16 December 2009.