About us...

Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, based in Lincoln, is the operational heart of our business. It's home to a range of specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.

Essential Information – what you need to know

Job purpose:	- Taking ownership of the design, delivery and continuous improvement of the Society's early careers provision, including the effective management of apprenticeships, graduate schemes, work placements and internship pathways. - Building strong partnerships with internal stakeholders and external providers to promote career growth and opportunity across the business.
Your hours:	- 37.5 hours per week (FTE)
You'll report to:	- Senior Learning and Capability Manager
You're responsible for:	- Careers and Employability Advisor
Your relationships:	- SME's, managers and colleagues across the Society. - Colleagues from across Lincolnshire Co-op, including People, Learning and Development, Communications, Health, Safety and Security among others. - Customers, clients, suppliers and stakeholders from local community groups.
What you'll bring to us:	- Experience in managing apprenticeships and careers programmes, ideally within a regulated or large multi-site environment. - Strong knowledge of apprenticeship funding, regulatory frameworks and compliance reporting. - Proven ability to build relationships with training providers, education institutions, and internal stakeholders. - Excellent communication, planning and leadership skills with the ability to manage multiple programmes and deadlines. - Experience line managing or coaching others in a development or advisory capacity. - A passion for creating inclusive, inspiring and impactful early career experiences for people from all backgrounds. - Confidence using digital learning platforms and data systems, with strong attention to detail. - A full UK driving licence and access to a vehicle for business use.

Together we are



Providing and supporting valued services



Helping to grow the local economy



Caring for our health and wellbeing



Looking after our local environment

Your Purpose – I will contribute to **my team and the Society's ongoing success in this role by…**

Your duties and responsibilities:	- Developing, implementing and managing apprenticeship programmes across trading areas, ensuring full compliance with regulatory and Society standards. - Co-ordinating graduate schemes, internships and T Levels, aligned with current and future workforce needs. - Acting as the primary contact for apprentices, graduates, mentors and education providers to ensure a positive and consistent experience. - Monitoring the progress of apprentices and graduates through regular meetings, feedback loops and development reviews. - Addressing concerns raised by mentors, learners or providers and resolving these with professionalism and care. - Ensuring compliance with apprenticeship standards, funding rules and maintaining accurate records via the digital apprenticeship account. - Preparing reports, insights and evaluation data for internal stakeholders and external audits. - Leading outreach, promotion and events that showcase early careers opportunities within the Society and community. - Championing diversity and inclusion within our careers provision, ensuring opportunities are accessible to underrepresented groups. - Supporting the Talent Acquisition Team to build a seamless development and recruitment journey for early talent. - Managing relationships with external partners, including training providers, awarding bodies, universities and community organisations. - Reviewing and evaluating programme effectiveness through qualitative and quantitative feedback, using this data to drive improvement - Designing communication and engagement plans to promote careers pathways across internal channels. - Supporting internal managers and mentors by providing training, resources and coaching on how to effectively develop early talent. - Maintaining a deep understanding of national policy changes, apprenticeship reforms and skills funding updates. - Visiting education providers and other regulated environments to deliver ongoing training and development activities to children under the age of 18 and vulnerable adults. - Representing the Society at external events, forums and roundtables related to skills, employability and early careers. - Undertaking other duties consistent with the role that support the long-term success of the Society's people development agenda.

Together we



- Trustworthy – we do what we say we'll do and trust others to deliver to the best of their ability
- Helpful - we support and challenge each other collaboratively, no matter the role or level.
- Respectful - we listen to other views and opinions with consideration and celebrate differences.
- Inspiring - we role model what good looks like and lead by example to be better.
- Valued - we recognise achievements and appreciate everyone's contributions.
- Empowered - we listen and encourage each other to take opportunities.

Your Approach – how you will contribute to **your team and the Society's ongoing success in this role.**

I will be trustworthy by:	- Meeting every deadline with accuracy and consistency. - Giving clear, reliable and lawful advice to others. - Handling sensitive information with full confidentiality. - Owning actions and following these up with integrity.
I will be helpful by:	- Supporting others with empathy, patience, and practical guidance. - Sharing knowledge and collaborating to achieve shared goals. - Responding positively and constructively to new requests or challenges. - Offering help proactively, even outside of formal responsibilities.
I will be respectful by:	- Listening actively and taking different views into account. - Treating all individuals with fairness, kindness, and understanding. - Celebrating difference and encouraging inclusive participation. - Communicating clearly and professionally at all times.
I will inspire others by:	- Leading by example through positivity, reliability, and enthusiasm. - Motivating others to realise their potential and pursue growth. - Bringing energy to group sessions and one-to-one interactions. - Encouraging innovation and fresh thinking in employability work.
I will value people by:	- Recognising contributions and achievements in meaningful ways. - Making others feel appreciated and supported in their roles. - Taking time to build relationships and show genuine interest in people. - Promoting a positive working environment that celebrates progress.
I will empower others by:	- Encouraging others to take responsibility for their development. - Supporting people to try new things and build confidence. - Providing space for individuals to voice ideas and take initiative. - Enabling others to grow by sharing insight, feedback and guidance.