



## south east apprenticeship company

An innovative Apprenticeship Training Agency is to be launched for the South East region. SEAC is offering exciting opportunities to get involved from the start.

Successful candidates will have qualities and skills including self-motivation, effective and persuasive communication, outstanding organisation, excellent interpersonal skills, efficient administration and IT literacy and experience in multi-agency liaison.

The positions will be home-based with travel throughout the South East.

### **Operations Manager - Salary £32,250 - £38,000 per annum**

This challenging and rewarding position is offered to those with experience in developing a growing team and managing development plans and budgets. The post holder will be responsible for ensuring the successful establishment of the services to be offered and the day to day support of front line staff.

### **Employer Engagement Consultants - Salary £24,225 - £28,000**

Answering to the Operations Manager, the successful candidates will be responsible for engaging with employers to identify opportunities where apprentices will benefit their business. These posts will require the ability to screen businesses for health and safety requirements, support employers throughout the process and engage in marketing activities where necessary.

### **Apprenticeship Support Consultants - Salary £24,225 - £28,000**

Answering to the Operations Manager, this role involves engaging with young people, providing information, advice and guidance and matching them to appropriate Apprenticeships and businesses. Working closely with the Employer Engagement team, the post holders will be supporting apprentices throughout their programme to be successful within their chosen industry.

• For an application pack please contact:

• The Personnel Department

• KEITS Ltd, Unit C, Houndswood Gate

• Harper Lane, Radlett, Hertfordshire WD7 7HU

• T: 01923 854 586

• F: 01923 858 016

• E: [info@keits.co.uk](mailto:info@keits.co.uk)

All posts are 1 year fixed term contracts, reviewable annually.

*We are an equal opportunities employer and welcome applications from under represented minority groups.*

