

## **BUSINESS ADMIN & MANAGEMENT ASSESSOR**

### **Flexible Working**

**Full time and part time contracts available**

**Full time salary between £27,000-£29,000 dependent on experience**

Halifax Opportunities Trust is a large, local social enterprise with a broad portfolio of activities that create vibrant, multicultural and self-sustaining communities in Calderdale and Kirklees. We are looking for an exceptional candidate with a strong background delivering apprenticeship standards with excellent organisational and communication skills and a pro-active 'can do' mentality.

As a HOT Business admin & management assessor/tutor, you will provide first-class coaching, mentoring and training to develop and progress managers working in the local businesses in Calderdale and Kirklees.

You will join the apprenticeship team at HOT which is breaking new ground and offering a more intelligent, dynamic, and achievable ways of developing people through a programme of workbased learning. HOT delivers a range of apprenticeship programmes in business admin, education and early years.

### **We are looking for someone to:**

- Train, assess and deliver full Apprenticeship Standards in Business Admin and Customer Service along with Operations/Departmental Manager at level 5 and Team Leader Supervisor at level 3.
- Deliver full training and support to learners through their Functional Skills Math's and English to Level 2.
- Conduct study groups and 1-1 sessions (online and face to face) with Managers, sharing experiences, leading informal and professional discussions and exploring the latest leadership trends.
- Deliver the course content through a mix of coaching, workshops and group sessions
- Work with key stakeholders to support learner progress
- Must hold a recognised Assessor award: D32/33, A1, CAVA or a qualification in GCSE Math and English Grade 4 or equivalent

We celebrate diversity and are proud to be an equal opportunities employer therefore we encourage applications from everyone who has the skills and values to succeed in this role. Halifax Opportunities Trust is committed to safer recruitment policies and practices. This includes appropriate DBS (disclosure & barring) checks for all and ensuring references are obtained.

**Closing date for applications is Friday 2<sup>nd</sup> August 2024 @ 5pm**

**For an informal discussion regarding the above post please contact  
Diane Illingworth on 07732499826**

**To apply, please visit our website on <https://www.halifaxopportunitiestrust.org.uk/work-with-us> to complete an application form**

**Please note that we do not accept CVs as a form of application.**

**Halifax Opportunities Trust is an accredited organisation of the Living Wage Foundation**

