



About the Role – Employment Details

Post Number	A140
Job Title	Head of Employer Training and Partnerships
Salary	£55,204.43
Contract Type	Permanent - 37h per week
Campus	Gloucester, Cheltenham and Cinderford
Department	Employer Training and Apprenticeships
Reporting To	Chief Financial Officer
Holiday	37 days' annual leave, plus an additional 3 days during Christmas closure.
Pension	Peoples' Pension - 8% matched contribution.

About the Role – Meet the Team

The Employer Training & Business Development team leads all employer facing training at Gloucestershire College, including apprenticeships, commercial courses and bespoke programmes.

We work closely with employers and partners to design high quality, compliant training that meets workforce and skills needs. Through strong relationships, effective onboarding and close collaboration across the College, we support business growth, learner success and regional skills priorities.

About the Role – Duties and Responsibilities

Lead Business Development Across All Employer Training

- Drive growth in all employer-facing provision, including apprenticeships, commercial training, bespoke programmes, and workforce upskilling solutions.
- Lead the Business Development Manager to generate new employer accounts, expand existing partnerships, and develop sector-focused growth plans.
- Use labour-market insight, LSIP priorities and employer intelligence to shape a coherent employer-training growth strategy.

Build and Manage Strategic Employer & Stakeholder Relationships

- Act as the senior operational lead for employer relationships across all training products, ensuring exceptional service, responsiveness and continuity.
- Develop long-term strategic partnerships with key employers, sector groups, LSIP networks, public agencies and regional bodies.
- Lead structured employer engagement, consultation, and feedback processes to ensure GC's offer meets workforce and sector needs.





Oversee All Employer Training Operations & Onboarding

- Oversee onboarding processes for all employer-funded training, including apprenticeships, commercial programmes, short courses and bespoke contracts.
- Ensure the Apprenticeship Operations Manager delivers high-quality coordination of Training Coordinators, timely enrolment, eligibility checks and documentation.
- Standardise processes and workflows to deliver a consistent, efficient and compliant onboarding experience across all employer-training activity.

Lead Funding Rules, Compliance & Audit Assurance

- Act as the College's compliance lead for DFE Apprenticeship funding rules, commercial training contractual requirements, ILR accuracy, OTJT standards and evidence compliance.
- Ensure all employer-training activity operates within regulatory, contractual and audit expectations, including employer agreements, documentation and data entry.
- Work with MIS and internal delivery leads to ensure accurate data, minimise funding risk and maintain audit-ready records.
- Write/ review contracts with employers and subcontractors
- Review and approve 'sign up' paperwork to ensure in line with the latest funding rules
- Assist in the design and implementation of new processes/ audit actions
- Support on both internal and external audit reviews
- Knowledge of apprenticeship funding rules
- Challenge noncompliance or processes where do not meet funding rules
- Advise teams on apprenticeship funding rules and processes
- Course approvals
- Closely work with apprenticeship delivery team
- Oversee withdrawals, DNAs etc

Oversight of EPA Readiness and Assessment Compliance (Apprenticeships)

- Oversee the EPA process
- Monitor EPA performance, identify patterns or risks, and ensure remedial actions are put in place.
- Manage relationships with EPA organisations to maintain service quality and compliance.

Manage Subcontracting Across the College

- Oversee the operational management and monitoring of any subcontracted training provision.
- Ensure full DFE subcontracting compliance (where applicable), completion of due diligence, ongoing monitoring, performance reviews and quality assurance.





- Provide assurance that subcontracting arrangements are compliant, value-adding and effectively controlled.

Drive New Programme Development

- Lead employer engagement to identify workforce skills gaps and opportunities for new employer-training products — apprenticeships, commercial programmes and bespoke training.
- Work with senior leaders and delivery/quality teams to scope, design and implement new programmes that are fundable, compliant and in demand.
- Support market validation, feasibility assessments and business case development for new employer-training initiatives.

Performance Monitoring, Reporting and Risk Management

- Lead KPI reporting for all employer-training activity, including starts, revenue, employer satisfaction, onboarding timeliness, compliance and subcontracting.
- Provide regular performance reports and insights directly to the CFO and senior leadership.
- Identify operational, compliance and reputational risks early and lead mitigation actions.

Drive Continuous Improvement and Cross-College Collaboration

- Work collaboratively with curriculum, delivery, MIS, quality, finance and marketing teams to ensure a seamless employer-training offer.
- Lead ongoing service improvement across all employer-facing operations, ensuring a modern, efficient and customer-focused approach.
- Promote a culture of high performance, accountability and customer excellence across business development and operations teams.

About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post





About You

Our Shortlisting Criteria

<p>Essential</p>	<ul style="list-style-type: none"> – Significant senior experience leading employer-facing training provision, including apprenticeships and/or commercial training. – Strong working knowledge of apprenticeship funding rules, compliance requirements and audit expectations. – Proven experience managing employer relationships and delivering high-quality customer service at a strategic level. – Demonstrable leadership experience, including line-managing business development and/or operational teams. – Experience overseeing onboarding, enrolment and operational processes, ensuring consistency, efficiency and compliance. – Strong analytical and reporting capability, with experience monitoring KPIs, performance and risk. – Excellent stakeholder engagement and communication skills, able to influence internal teams and external partners.
<p>Desirable</p>	<ul style="list-style-type: none"> – Experience working in an FE or training provider environment. – Experience of subcontracting management, including due diligence and performance monitoring. – Experience overseeing End-Point Assessment (EPA) processes and relationships. – Involvement in new programme or product development driven by employer or labour-market need. – Experience working with LSIPs, regional skills bodies or public agencies. – Experience supporting or leading internal and external audits. – Knowledge of ILR data requirements and working closely with MIS teams.

The Perfect Person for us will demonstrate

<p>Abilities</p>	<ul style="list-style-type: none"> – Ability to lead and grow employer-facing training provision, including apprenticeships and commercial activity.
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	<ul style="list-style-type: none">– Ability to interpret and apply apprenticeship funding rules, ensuring full compliance and audit assurance.– Ability to build and sustain strategic employer and stakeholder relationships at senior level.– Ability to lead and manage multi-disciplinary teams, driving performance and accountability.– Ability to design, oversee and improve operational processes, ensuring efficiency, consistency and quality.– Ability to analyse performance data and manage risk, translating insight into effective action.– Ability to influence and collaborate across the organisation to deliver a seamless employer experience.
Job Circumstances	<ul style="list-style-type: none">– Able to travel between college sites (if required)– Undertake any training required for the role– Hold an Enhanced DBS check with child barred list check or be willing to undertake a check.– This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

