

## **Membership Engagement Manager**

The National Skills Academy for Rail (NSAR) is an organisation originally established to enable the sector to deliver a modern and efficient, world-class railway through the development of a highly skilled and productive workforce.

We are currently recruiting for a Membership Engagement Manager to join the new and growing team. Reporting to the Head of Skills and working as part of the wider Skills team, this role will be responsible for the relationship management of a group of key strategic stakeholders including a consortium of colleges, universities and independent training providers and their apprenticeships offering including their regional employer-based apprenticeship activities.

**This is a London based role, which will require a significant amount of nationwide travel**

### **Primary responsibilities:**

- Maintain and develop relationships with existing National Training Partnership (NTP) members, local employer and student influencer engagement;
- Development and delivery of short, medium and long-term business plans aligned to NSAR corporate and Skills strategy papers;
- Growth of NTP to meet geographical and future opportunity need;
- Setting and maintaining standards for quality of NTP membership and carrying out of NTP Quality Assurance visits including feedback on development opportunities;
- Relationship management of key strategic partners including RDG, Network Rail, NSAR members, government departments, IfATE and qualification awarding bodies;
- Engagement with and relationship management of regional and national employers delivering apprenticeships through the NTP including bespoke workforce development programmes;
- Ongoing development of rail-aligned apprenticeship standards and End Point Assessment processes and development of the NSAR Apprenticeship Service offering in line with changes to legislation, funding rules and training provision requirements;
- Identifying Apprenticeship Service offerings to employers and providing consultancy-based engagement to meet demand;
- Development and delivery of customer aligned interactive workshops in relation to the NSAR Apprenticeship Service offering;
- Ability to interpret government and sector legislation and communicate in a meaningful and informative manner;

- Gathering feedback from stakeholders and the preparation and submission of reports;
- Maintaining the company's quality procedures, standards and specifications;
- Maintain a mindset of continuous improvement for both yourself and the company;

### **Essential attributes:**

- Recent working knowledge of the FE and/or HE sector in the UK (desirable);
- Relationship management/member engagement experience (essential);
- A working knowledge of the apprenticeship landscape in England with an understanding of Ofsted (desirable);
- Knowledge of the Register of Apprenticeship Training Providers (RoATP) (desirable);
- A1/V1/V2 or Internal/External Auditing Qualifications (desirable);
- Full UK Driving licence;
- High level of attention to detail;

### **Personal attributes:**

- Excellent communicator, both orally and written;
- Excellent people and leadership skills;
- Ability to set and meet deadlines;
- Ability to work with minimum supervision and on own initiative;
- Decision making ability;
- Team player.

**Hours - 40 per week, Monday to Friday**

**Salary band – 45K to 50K depending on skills and experience**

**Closing date – 15<sup>th</sup> January 2020**

**Please send your application and covering letter to Laura Harris, HR Manager  
([laura.harris@nsar.co.uk](mailto:laura.harris@nsar.co.uk))**