

**Job Description:**

**Apprenticeships Lead**

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| Function: | Transversal HR |
| Position:  | Apprenticeships Lead |
| Job holder: | Vacant |
| Date (in job since): | N/A |
| Immediate manager (N+1 Job title and name): | Clare Belford |
| Additional reporting line to: | None |
| Position location: | No fixed place of work |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| As our Apprenticeship Lead, you will play a pivotal role in shaping the future workforce of Sodexo. You will be responsible for developing, implementing, and managing apprenticeship programmes that align with our strategic goals and comply with relevant standards and regulations. This role demands a blend of strategic vision and operational excellence, ensuring that our apprentices are equipped with the skills and knowledge to thrive in their careers. |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Programme Development: Develop and implement apprenticeship programmes that align with both industry standards and organisational objectives.
* Stakeholder Engagement: Foster and sustain collaborative relationships with educational institutions, training providers, and industry partners to enrich the apprenticeship experience.
* Mentorship and Support: Create a supportive environment for apprentices by facilitating mentoring, coaching, and establishing robust feedback mechanisms.
* Digital Apprenticeship Account Management: Oversee and assume accountability for the management of the Digital Apprenticeship Account.
* Compliance and Quality Assurance: Ensure all apprenticeship programmes adhere to legal requirements and uphold the highest standards of quality, holding training providers responsible for performance.
* Recruitment and Selection: Partner with the Talent Acquisition team and broader business on recruiting, selecting, and onboarding apprentices to secure a diverse and capable cohort.
* Performance Monitoring: Monitor and assess apprentice progress and programme effectiveness, making data-driven adjustments as necessary to achieve strategic goals.
* Budget Management: Administer the apprenticeship programme budget, ensuring optimal allocation of resources to accomplish desired outcomes.
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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Legislative environment with frequent changes
* Reporting current performance and return on investment to multiple stakeholders
* Managing various external stakeholders
* Methods for delivering a nationwide offer to the business
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| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Meet the company target of 5% of eligible headcount on apprenticeships year in, with stretch of 5.5%
* Ensure that Levy gifting is managed through stric governance process and utilized to support effective workforce
* To grow numbers of new recruited apprenticeships inline with frontline vacancies to be and achieve target of 30% new starts apprentices as new hires not upskilling.
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| 2. 5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| * Aim for 500 apprenticeship starts in FY26
* Work towards 5 % of eligible head count to undertake an apprenticeship
* Support uptake of Virtual Work Experience with a 40% competition rate
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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| * A bachelor’s degree in Education, Business Administration, Human Resources, Learning and Development, or a related discipline is preferred but not mandatory with equivalent experience.
* Hands-on experience managing successful apprenticeship initiatives, ideally within the hospitality or facilities management sectors.
* Comprehensive knowledge of apprenticeship standards, funding, and specific industry skill needs.
* Exceptional interpersonal and communication abilities, capable of engaging and motivating a diverse range of stakeholders.
* Proven skill in building strategic alliances with educational providers and industry partners.
* Excellent organisational and project management capabilities, with a demonstrated record of delivering initiatives on time and within scope.
* Dedication to fostering culture and belonging apprenticeship program design and implementation supporting social mobility in our local communities.
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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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**Levels**

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Job holder Immediate Manage