



APPRENTICESHIP PROGRAMME ADMINISTRATOR

Application Pack

BE THE TRAILBLAZER
ACTIVATE CHANGE
STRENGTHEN LIVES
BUILD COMMUNITIES
EMBRACE THE CHALLENGES
BE THE HELPING HAND
FAITH TAKING ACTION
PURPOSEFUL ACTION
REAL PEOPLE
REAL FAITH
RISK TAKERS

What is the role of Apprenticeship Programme Administrator?

The Apprenticeship Programme Administrator plays a vital role in supporting the delivery of Church Army's Youth Ministry Apprenticeship Programme. Working alongside the Apprenticeship Programme Lead, you will ensure the smooth day-to-day administration of the programme, helping apprentices, employers, tutors and training partners work together effectively.

This is a varied and rewarding role. You'll coordinate programme activities, maintain accurate records, support communication across multiple organisations, organise events and residentials, and help monitor learner progress. Your work will ensure apprentices receive an excellent experience from recruitment through to completion.

Although much of the role is administrative, its impact is far-reaching. By enabling the effective delivery of the apprenticeship programme, you will help equip and support the next generation of youth ministry leaders serving churches and communities across England. If you enjoy bringing order to complexity, building good relationships and helping people succeed, this could be the role for you. As the programme continues to grow, we are looking for someone who enjoys organising systems, supporting people and ensuring that every detail is managed well.

You'll work closely with colleagues across the Mission & Evangelism directorate, our external Apprenticeship Training Provider, local employers, tutors and apprentices themselves. No two weeks will be the same. One day you may be coordinating residential logistics, the next preparing reports for stakeholders, supporting learner tracking, or helping solve practical challenges to keep the programme running smoothly.

The role based in our Sheffield office and will include programme events across the UK and Ireland, such as retreats for the apprentices. It offers flexibility, variety and the opportunity to contribute to a ministry that is investing in the future of the Church.

This role would suit someone with experience in administration, education, training, project coordination or programme support. Previous experience of apprenticeships is helpful but not essential, we're looking for someone with excellent organisational skills and a willingness to learn. You'll be joining a supportive team committed to equipping people for ministry. We value collaboration, innovation and continuous learning, and we'll provide the support and training you need to develop in the role.

If you're passionate about excellent administration, enjoy working with people and want your work to make a real difference to the lives of young people, churches and communities, we'd love to hear from you.

Simon Winchcombe, Apprenticeship Programme Lead

JOB DESCRIPTION

Job Title:	Apprenticeship Programme Administrator
Responsible To:	Apprenticeship Programme Lead
Relating To	Director of Mission & Evangelism, and other members of the Mission & Evangelism directorate team – Training, Community & Vocations, Envoy, and the Data Insights Analyst. This role will also be a key liaison with the Apprenticeship Training Provider.
Purpose:	To provide high-quality administrative support for the effective delivery of the Youth Ministry Apprenticeship Programme, ensuring that learner records, communications, reporting processes and programme activities are managed accurately and efficiently.
Objectives:	1. Support the successful delivery of the Youth Ministry Apprenticeship Programme. 2. Maintain effective systems for learner tracking, progress monitoring, and reporting. 3. Coordinate communication between apprentices, employers, training providers, and tutors. 4. Support programme evaluation through data collection and reporting. 5. Coordinate programme events, residentials, and key apprenticeship activities. 6. To be an active participant in the life of the Mission Support Team.



KEY RESPONSIBILITIES AND TASKS:

The postholder will play a key role in maintaining the systems, records, communications and processes that underpin the successful delivery of the apprenticeship programme.

1. Support the successful delivery of the Youth Ministry Apprenticeship Programme.

- Work with the Apprenticeship Programme Lead to identify and implement appropriate administrative processes for apprenticeship training.
- Support in the develop, implementation and maintain administrative systems and tools to support programme delivery, record keeping and learner progress tracking.
- Coordinate multiple apprenticeship cohorts across staggered programme timelines, ensuring smooth delivery of all programme elements.
- Liaise with apprentices, employers, supervisors and the Apprenticeship Training Provider to support contextual learning.
- Manage programme schedules and calendars, including teaching blocks, training sessions, residentials and key programme milestones.

2. Maintain effective systems for learner tracking, progress monitoring and reporting.

- Implement processes for tracking learners' progress across formational elements of the apprenticeship.
- Liaise with Ministerial Formation Tutors to ensure timely reporting on apprentice progress.
- Maintain accurate learner records and administrative documentation.
- Compile reports for National Church Institutions, funders and Church Army's Periodic External Review.

3. Coordinate communication between apprentices, employers, training providers and tutors.

- Act as the primary administrative contact for programme enquiries.
- Coordinate communication between apprentices, employers, tutors and the Apprenticeship Training Provider.
- Ensure information is communicated accurately and in a timely manner.
- Support apprentices throughout the programme by maintaining effective communication channels.

4. Support programme evaluation through data collection and reporting.

- Coordinate with Church Army's internal data processes to gather information on programme impact.
- Compile programme data, learner outcomes and impact metrics.
- Produce reports to support stakeholders, programme evaluation and continuous improvement.
- Maintain accurate records to support monitoring and quality assurance.

5. Coordinate programme events, residentials and key apprenticeship activities.

- Coordinate programme events including residentials, retreats and training gatherings.
- Manage event logistics, bookings, communications and administration.
- Support the smooth delivery of programme activities throughout the apprenticeship calendar.

6. To be an active participant in the life of the Mission Support Team

- Be an active member of the Mission Support Team, sharing in the life, objectives, and shared practices of the team.
- Attend and take part in regular Mission Support Team gatherings.
- When working at our Pennine 5 Offices, share in the general responsibilities of all staff with regard to welcoming visitors, dealing with post, handling phone calls, and enquiries as required.

General:

- To undertake any such duties as are commensurate with the post at the direction of the line manager or their senior.
- To be an active member of the Apprenticeship Programme team, participating in regular team meetings, meetings with members of the team as need arises, and in the overall objectives and life of the team;
- To be an active member of the Mission & Evangelism directorate team, participating in regular team meetings, meetings with members of the team as need arises, sharing in the development and work of the team as well as actively engaging in the life of the team;
- To attend an annual appraisal and regular one to ones with the line manager;
- To undertake any training as required for the role as identified in an appraisal or supervision;
- To adhere to Church Army's contractual and non contractual policies at all times. These are as outlined in the Staff Handbook and on Church Army's intranet document library;
- To act in the best interest of Church Army at all times.

PERSON SPECIFICATION

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

Essential	Desirable
Experience	
Experience maintaining records and databases	Experience working in apprenticeships, education, training, or youth work.
Experience working or volunteering in an administration role, or similar	Experience coordinating events or residential programmes.
Management of emails and enquiries	Experience producing reports and analysing data.
Knowledge and understanding	
Confidence using Microsoft 365 and digital systems	Understanding of apprenticeship delivery and learner journeys.
Skills, abilities and attributes	
Excellent organisational and administrative skills	
Strong attention to detail	
Ability to manage multiple priorities and deadlines	
Strong written and verbal communications skills	
Ability to build positive relationships with internal and external stakeholders	
Reliable, dependable and committed to high standards.	
An ability to think creatively & work independently	
Curious and willing to improve systems and processes.	
Friendly, approachable, professional and collaborative	
Calm under pressure and able to adapt when priorities change.	
Supportive of Church Army's vision, mission and values.	

TERMS AND CONDITIONS

Location	Based in the Sheffield office with travel across the UK & Ireland as required for the role. ¹
Salary	£13,114 per annum (£26, 228 pro rata)
Hours	18.75 hours per week (0.5) with some weekends and flexibility as required.
Pension	Church Army is an auto enrolment employer. If you are eligible for pension contributions, you will be enrolled into a qualifying scheme and minimum pension contributions will be made by the employer.
Annual Leave	123.75 hours paid leave per annum, including bank holidays. (FTE 25 days plus bank holidays). Some days are compulsory leave over Christmas when the office is closed.
Contract Type	Fixed-term, 3 years
Notice Period	4 weeks (after probation period)
Probation Period	4 Months
DBS Requirement	A DBS check is not required for this post. However, all staff are expected to read and comply with Church Army's Safer Ministry Policy. Everyone in Church Army whether a staff member, volunteer, Evangelist, Evangelist in Training is responsible for making sure that Church Army has a safe and healthy safeguarding culture. We are committed to protecting the vulnerable and ensuring the highest possible safeguarding standards. We expect everyone in Church Army to be familiar and comply with our Safer Ministry Policy, undergo any safer recruitment processes, and report any concerns or behaviours they don't think are right to a member of the safeguarding team: safeguarding@churcharmy.org, or someone they trust.
Occupational Requirement	This role is <u>not</u> subject to an Occupational Requirement. The successful candidate must be in agreement with the vision and values of Church Army.

¹ Other working arrangements can be considered for the right candidate.

Staff Benefits

- Access to Unum Help@Hand (EAP) including their Benefit Hub
- Access to Cycle to Work scheme
- Free Mortgage Advice
- Group Life Insurance (Death in Service Benefit)
- Specsavers Eye Test Vouchers
- Flu Vaccines, when appropriate

Training Opportunities

At Church Army, we believe ongoing learning is an important part of doing your role well, and we encourage everyone to keep developing their skills over time. You'll have regular 1–2–1s with your line manager, opportunity to set developmental objectives with your line manager, access to support when you need it, and the chance to take part in learning & development where it's relevant to your role. You'll also benefit from being part of a supportive team within a national charity.

Safeguarding in Recruitment

Our responsibility to protect and safeguard those who are vulnerable is of paramount importance to who we are (values) and what we do (vision). We will do all that we can to make sure that we recruit safely and fairly, and we will appropriately train those in positions of trust. That means safe recruitment, supervision and training for all those who work with children, young people and vulnerable adults, and thorough provisions to ensure the safety of our activities. We believe following safer recruitment practices is a key part of keeping people safe. This goes beyond ensuring people have police checks. We follow the Church of England Safer Recruitment and People Management Guidance in the recruitment processes of those joining Church Army in paid or volunteer positions.

WHAT MAKES US CHURCH ARMY

Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

Our Values



Everything we do is underpinned by our GRACEUP values:

Generous - We believe God is generous and we want to model that generosity to others.



Risk-taking - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.



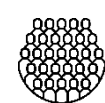
Accountable - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.



Collaborative - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.



Expectant - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.



Unconditional – We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.



Prayerful - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.

Working with Us

We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are an equal opportunities employer, and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act.

APPLICATION PROCESS

If you would like you to find out any more about the role, please contact us on recruitment@churcharmy.org

To apply, please submit a **Church Army Standard Application Form** which is attached to the advert for this role.

Closing Date: 31st August 2026

Interview date: 9th September 2026

What to expect from our Recruitment Process:

- Email your completed application form on our website, **in word format**, to recruitment@churcharmy.org
- One of our team will acknowledge your application
- Applications are shortlisted against the person specification
- You will be contacted as to whether you have been invited to interview

Anonymised Recruitment

- We ensure that everyone is treated equally and fairly, and recruitment decisions are based solely on job-related criteria. We operate an anonymised process where personal details including your name, age, ethnicity, religion, gender, and contact details are not shared with the hiring manager. Once you are invited to interview the hiring manager can see basic details such as your name and contact details.

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references, including your most recent employer

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

For more information about Church Army please visit: www.churcharmy.org