

### Job Description

<b>Role Title:</b>	Manager I - Industry Partner & Outreach Manager
<b>Line Reporting to</b>	Director of Apprenticeship and Work-Based Learning

#### General Duties

- Assist and support internal staff in communications with the Industry Partner (IP)
- Organise meetings with prospective Industry Partners to be registered as stakeholders in the MCAST Apprenticeship Scheme.
- Hold meetings with prospective and registered IPs (not necessarily on site) on operational, contractual and student matters via on-site meetings
- Support as necessary in the conduct of pre-approval visits to evaluate the suitability of the place of work for the associated apprenticeship programme
- Conduct visits at the IPs to address complaints by companies regarding student conduct or complaints by apprentices on Industry Partners
- Based on the communication strategy, create information materials explaining quality apprenticeships using a mix of media tools tailored to the needs of the different industries with the support of the Communications Department.
- Support in career guidance visits to promote apprenticeship programmes.
- Assists in the organization of meetings/events held by the AWBL department, including but not exclusively apprentice induction sessions, onboarding events, conferences, open days to promote quality apprenticeship
- Maintain direct contact with Industry Partners via a College supplied cellphone / SIM card
- Update job knowledge by participating in educational forums and professional organizations
- Upholds where possible a 24-hour initial response time with Industry Partners (in compliance with right to disconnect directives).
- The list of duties is not exhaustive and can change according to the exigencies and demands of MCAST within the same grade of the post.