Workwhile

Programme Delivery Officer - West Yorkshire
Job description

November 2026

Salary: £35,000 p.a., pro rata for the duration of the contract and hours worked

Contract: Part time, 17.5 hours per week
Work pattern by agreement - requests for flexible working arrangements are welcomed
Fixed term to 31 December 2028, with the potential for extension
(There may also be the potential to increase the hours of this contract from April 2027, subject to funding arrangements and candidate preferences)

Reports to: Senior Account Manager, Workwhile

Start date: ASAP

Location: The role will be based in West Yorkshire*. We currently envisage the role being undertaken primarily remotely, with frequent attendance at employer meetings and events, and occasional travel to team meetings in London.

About us

Workwhile is an innovative national charity, with a mission to create a fairer world of work for everyone.

We exist because access to good quality work is deeply unfair, with people from disadvantaged and marginalised communities far more likely to be stuck in poor quality work – or unable to access work at all - than their peers. It matters because the quality of work someone can access impacts not only their financial health, but also their physical and mental health and wellbeing and their overall life chances.

So, we work with employers to create more good work, and to ensure everyone can access it. We do this by delivering practical impact-focused employer-facing programmes, and via action research projects which build the evidence base about what works. For example, we increase the supply of opportunities by supporting SMEs to create apprenticeships and access levy transfer funding from large employers, and we improve apprenticeship quality by delivering training to young apprentices' line managers.

All our work is underpinned by a definition of good work written for us by young people:

> *"Good work means feeling valued, fulfilled and supported. It means being respected and treated fairly in a workplace that is diverse and inclusive, where there is open and honest communication and decent pay. Everyone should have a voice. Good work is done to a high standard and gives you a sense of achievement. It happens in a place where you can make change happen. Good work protects your health and wellbeing. You're excited to tell your friends and family about good work, not because they ask but because you're proud of it."*

Workwhile

Workwhile has grown from a highly successful pilot project, the London Progression Collaboration (LPC). The LPC was incubated by leading progressive think tank the Institute for Public Policy Research (IPPR) from 2019 until we became fully independent in early 2025. Our work is funded by a range of trusts and foundations and corporate partners, and the delivery of public sector contracts and traded services.

Workwhile has a small and diverse team bringing a range of different backgrounds and experience to our work. We have a very collaborative culture, and work in an agile and responsive way to meet the needs of the businesses and stakeholders we work with to deliver impact. We are committed to equality and inclusion, and welcome applications from all sections of the community. As a team working to address social mobility challenges and working with a wide range of stakeholders, we value the creativity and range of perspectives that a diverse team can provide.

The role

You will be joining our team at an exciting stage in our development, as we take on a new project in West Yorkshire.

As our Programme Delivery Officer, you will play a key role in increasing the number of apprenticeship opportunities available to West Yorkshire residents, by supporting its small businesses to access available levy transfer funding. You will develop and manage relationships with large employers, training providers, SMEs and strategic stakeholders to maximise apprenticeship opportunities and support skills development across the region.

The postholder will play a key role in generating apprenticeship levy transfer opportunities, facilitating employer engagement, supporting apprenticeship matchmaking activity and ensuring contractual outputs are achieved. Working closely with employers and training providers, you will identify workforce development needs, broker apprenticeship opportunities and contribute to positive outcomes for businesses, learners and regional growth priorities.

Your responsibilities

Business Development and Employer Engagement

- Develop and maintain relationships with employers across West Yorkshire, identifying opportunities to support workforce development and apprenticeship activity.
- Engage employers through networking activities, employer visits, presentations, workshops and events.
- Promote apprenticeship opportunities and apprenticeship levy transfer funding to eligible employers.
- Generate and maintain a pipeline of employers seeking apprenticeship levy transfer support.
- Identify and engage large levy-paying employers willing to pledge funding through the West Yorkshire Apprenticeship Levy Transfer Service.

- Build employer awareness of apprenticeship funding opportunities and wider workforce development solutions.
- Gather employer intelligence and feedback to inform service improvements and strategic planning.

Stakeholder relationship management

- Develop and maintain productive relationships with regional and local government, apprenticeship training providers, levy-paying employers, business representative organisations and strategic partners.
- Act as a trusted point of contact for employers and stakeholders accessing the service.
- Represent Workwhile at stakeholder meetings, networks, events and conferences.
- Work collaboratively with West Yorkshire Combined Authority and delivery partners to achieve programme outcomes.
- Establish effective working relationships that support business engagement and apprenticeship growth across the region.

Project Delivery

- Coordinate day-to-day delivery of the Apprenticeship Levy Transfer Service.
- Assess employer requirements and facilitate matches between employers, training providers and levy donors.
- Support employers through the apprenticeship levy transfer process from enquiry through to apprenticeship start.
- Coordinate levy transfer agreements and maintain oversight of progression activity.
- Support achievement of contractual targets relating to employer engagement, levy transfer matches and apprenticeship starts.
- Work with training providers to create apprenticeship opportunities aligned with regional skills priorities.
- Identify and address delivery risks, escalating issues where appropriate.
- Contribute to continuous improvement activities and service innovation.

Monitoring, Reporting and Administration

- Maintain accurate records within Customer Relationship Management (CRM) and programme management systems.
- Monitor employer engagement, levy transfer activity and apprenticeship outcomes.
- Produce management information, monthly reports and performance updates.
- Track contractual outputs, milestones and key performance indicators.
- Collect evidence of programme impact including employer testimonials and case studies.
- Support preparation for contract monitoring meetings and audits.
- Ensure compliance with funding requirements, data protection regulations and organisational policies.

Team working

- Work collaboratively with colleagues and partners to achieve organisational and contractual objectives.
- Share best practice, market intelligence and lessons learned across the organisation.
- Support the development of new projects, programmes and funding opportunities where appropriate.
- Contribute positively to the culture and values of Workwhile.

Person Specification

Essential skills and experience

We are interested in all your skills and experience, not just those that you've gained through previous employment. You might also meet the criteria below through experience gained during education or through voluntary roles, as well as your own lived experience of the issues we address.

- A commitment to social mobility and to our mission of creating a fairer world of work
- Confident influencing external stakeholders, deploying a consultative approach and negotiating successfully
- Experience delivering information, advice and guidance
- Experience working with a business audience
- Communication and presentation skills
- Ability to manage competing priorities and deadlines
- Experience managing projects to deliver clear outcomes
- Data analysis and reporting skills
- Confident handling data, demonstrating excellent attention to detail. Experience working with Salesforce or a similar CRM system would be beneficial but is not essential.
- GDPR and data management requirements.
- Experience of working collaboratively
- Experience of working in a fast-moving organisation and/or in a start-up environment
- Experience or knowledge of the apprenticeship system, especially in West Yorkshire, would be beneficial to this role, but is not essential for the right candidate. This could encompass apprenticeship delivery or funding, the apprenticeship levy and levy transfer processes, and/or funding rules, as well as relevant local networks.

Workwhile

How to apply

Please provide a CV with a 2-page (maximum) personal statement. The statement should address, under separate headings, each of the attributes in the person specification. The CV and statement should be combined into one PDF document and returned to Ajay Purbhoosing a.purbhoosing@workwhile.org.uk. In order to complete your application please also complete our equal opportunities monitoring form.

The closing date for receipt of completed applications is 9am on Monday 7th December. Interviews will take place on Wednesday 9th and Thursday 10th December.

For an informal chat to find out more about the job and Workwhile, contact Ajay Purbhoosing, Workwhile's Senior Account Manager ,at a.purbhoosing@workwhile.org.uk.

*For the purposes of this contract, West Yorkshire refers to the West Yorkshire Combined Authority region.