

27 June 2016

THAMES
SKILLS
ACADEMY

Dear Sir/Madam

Thames Skill Academy: Secondment Opportunities, based in Dartford, Kent.

You may have recently seen in the press the Launch of the Thames Skills Academy- a newly established Group Training Association (GTA). GTA's are learning and skills partnership where employers subscribe to sector-specific on and off-the-job training in order to provide efficient, expertly-delivered skills that meet employers' needs across an industry or sector.

As a GTA, the TSA's role is to broker and facilitate comprehensive training solutions to meet the marine and associated skills and competency requirements of commercial vessel operators within the Port of London and the wider Thames Estuary.

We are initially looking to recruit a number of staff on a secondment basis to work with the Chief Executive as part of a small Team responsible for the establishment, development, management and operation of the TSA.

These secondments are **fully funded** by the TSA, are open to organisations where external secondments are supported. They offer a real opportunity for personal development for those who have a passion for the marine sector and who want to be part of a dynamic organisation from its inception.

We are particularly keen to recruit people with a range of skills and who have a track record in employee development, assessment, apprenticeships and the sourcing of training providers.

If you feel this may be of interest to some of your employees could you please pass the attached advertisement onto your Human Resources Team.

Should you have any queries regarding these secondments please feel free to give me a call on 01474 562258 or email me on glenn.witham@pla.co.uk Alternatively you can contact Julian Parkes, the Chief Executive of the Thames Skills Academy, on 01474 562266 or 07711 640073 or e-mail admin@thamesacademy.london

I do hope that you will be able to support the TSA at this exciting time and open these secondments to your employees.

Regards



Glenn Witham
Retained Director of Human Resources



FULLY FUNDED

SECONDMENT OPPORTUNITIES IN A NEW AND EXCITING TRAINING ORGANISATION

Group Training Officer- £45-£50K
Training Co-ordinator / Assessor-£35-40K
Office Manager-£25-£30K
Team Administrator- £24K

Based in Dartford, Kent the Thames Skills Academy (TSA) is a newly established Group Training Association (GTA) - a learning and skills partnership where employers subscribe to sector-specific on and off-the-job training in order to provide efficient, expertly-delivered skills that meet employers' needs across an industry or sector.

As a GTA, the TSA's role is to broker and facilitate comprehensive training solutions to meet the marine and associated skills and competency requirements of commercial vessel operators within the Port of London and the wider Thames Estuary.

What's on offer?

The chance to spend potentially up to two years working with the Chief Executive as part of the Team responsible for the establishment, development and day to day management and operation of the TSA. You'll be given the opportunity to see how a GTA operates and engage with employers and training providers; and to get involved in delivering our ambitious work programme, learning first-hand about the commercial marine elements of the UK's second largest port, and the busiest commercial Inland Waterway in the country.

The organisation is at a very early stage of development and this is an opportunity to be involved and gain experience in building an organisation from the ground up. In addition to the underlying developmental, administrative and support functions, this includes building our employer membership, identifying training needs, the brokering and delivery of training and services through approved, sub-contracted training providers, and supporting the recruitment and training of apprentices.

Whilst being fully supported during your time with the TSA, you'll be given opportunity to develop and make the role your own, based on your areas of interest and the skills, knowledge and experience you bring.

Who should apply?

Anyone who is enthusiastic, innovative and passionate about training and development, particularly within the UK's maritime industries. We're looking for people who are committed, self-motivated and focused on delivering at pace to demanding clients.

These opportunities are open to all and we expect them to be of particular interest to those with a sound knowledge of developing and delivering training and developmental activities, whilst, ideally, in the case of the Training Co-ordinator/Assessor having an interest and some experience in the maritime sector.

How do you apply?

Before applying, interested candidates must discuss this opportunity with their employer to ensure that external secondment is permitted within their organisation. These posts are fully funded.

The summary above is intended to provide a brief overview of the job roles and the TSA. If you are interested in applying for any of the roles, it is important that you read the full Job Outline at www.thamesacademy.london

Along with your CV you will need to submit an expression of interest outlining how you feel you meet the requirements of the role. These posts will be based in Dartford and the period of secondment will be subject to the agreement of your employer.

For an informal discussion about these posts, please contact Julian Parkes, Chief Executive, Thames Skills Academy, on 01474 562266 or 07711 640073 or e-mail admin@thamesacademy.london

Or our retained HR Director, Glenn Witham, on 01474 562258 or glenn.witham@pla.co.uk

The closing date for Expressions of Interest is **Friday 22 July 2016**. Please email your CV to Glenn Witham, glenn.witham@pla.co.uk

Interviews will take place in central London during the **week commencing 1 August 2016**