

# HYBRID TRAINING CENTRE

## JOB DESCRIPTION

<b>Job Title:</b>	ILR & Funding Coordinator
<b>Reports To:</b>	Contracts & Funding Manager
<b>Direct Reports:</b>	None
<b>Location:</b>	Hybrid - Liverpool Head Office with remote working
<b>Salary:</b>	£28,000 - £32,000 depending on experience
<b>Contract:</b>	Full-time, permanent (35 hours per week)
<b>DBS:</b>	Enhanced DBS check with children's barred list check

### Purpose of the Role

This role is critical to HybridTec's financial performance, ensuring accurate and timely submission of the Individualised Learner Record (ILR) to the Department for Education and managing funding claims across all apprenticeship, Skills Bootcamp, and AEB contracts.

You will be the subject matter expert on ESFA funding rules, working closely with the curriculum, finance, and compliance teams to maximise income while maintaining full regulatory compliance. The role directly impacts cash flow and is essential to our continued growth.

### Key Responsibilities

#### ILR Management & Submission

- Manage and submit monthly ILR returns to the ESFA, ensuring 100% accuracy and compliance with published deadlines
- Validate learner data using ILR validation tools and PDSAT reports, addressing errors before submission
- Maintain accurate learner records in PICS and the Apprenticeship Service, ensuring TNP1/TNP2 values are correctly recorded
- Process changes in learner circumstances including breaks in learning, withdrawals, and standard/employer changes
- Reconcile ILR data with the Apprenticeship Service monthly, resolving data locks and mismatches promptly

#### Funding & Compliance

- Maintain expert knowledge of ESFA apprenticeship funding rules (2025/26) and Adult Skills Fund requirements
- Process employer incentive payments (foundation apprenticeships, 16-18 payments) based on accurate evidence
- Track Skills Bootcamp claims across multiple devolved authorities (GLA, LCR, Lancashire)
- Support audit and monitoring visits by providing accurate evidence files and data reports
- Identify and flag funding risks early, proposing corrective actions to the Contracts & Funding Manager

#### Data Quality & Reporting

- Produce regular data quality reports and highlight discrepancies for resolution

- Develop and maintain tracking spreadsheets and systems for funding evidence and compliance documentation
- Work with curriculum teams to ensure learner starts, achievements, and planned end dates are accurately recorded
- Provide ad-hoc management reports on funding performance and learner data as required

### **Stakeholder Collaboration**

- Liaise with external funding bodies (ESFA, DfE, devolved authorities) on queries and submissions
- Work closely with Finance to reconcile funding earnings with income forecasts
- Support the curriculum team with funding rule guidance for new programme development
- Train colleagues on data entry requirements and funding compliance expectations

## **Person Specification**

### **Essential Education & Qualifications**

- Level 2 qualification in IT or equivalent (minimum)
- GCSE English and Maths at Grade C/4 or above

### **Essential Experience**

- Minimum 2 years' experience of ILR submissions in an FE college or independent training provider
- Proven experience working with large datasets and maintaining data quality
- Demonstrable knowledge of ESFA apprenticeship funding rules and ILR requirements
- Experience using learner management systems (PICS experience highly desirable)
- Track record of meeting external submission deadlines accurately

### **Essential Skills & Competencies**

- Exceptional attention to detail — accuracy is non-negotiable in this role
- Advanced Excel skills including VLOOKUP, pivot tables, and data validation
- Strong analytical skills with the ability to interpret complex funding guidance
- Ability to work under pressure and manage multiple deadlines simultaneously
- Clear communication skills — able to explain complex funding rules to non-specialists
- Problem-solving mindset — identifies issues and proposes solutions proactively
- Ability to work independently while also collaborating effectively with teams

### **Desirable**

- Experience with Skills Bootcamp or Adult Education Budget funding
- Knowledge of devolved authority funding requirements (GLA, MCR, LCR)
- Experience supporting Ofsted inspections or ESFA monitoring visits
- Understanding of the technical trades sector (gas, electrical, renewables)
- Safeguarding awareness and understanding of Prevent duties

## **Our Commitments**

### **Safeguarding**

Hybrid Technical Services is committed to safeguarding and promoting the welfare of all learners. All staff are expected to share this commitment and undergo appropriate vetting checks. This role requires an Enhanced DBS with children's barred list check.

## Equal Opportunities

We are committed to creating an inclusive environment where everyone feels valued. We welcome applications from all backgrounds and communities and particularly encourage applications from under-represented groups.

## What We Offer

- Competitive salary with annual review
- 25 days annual leave plus bank holidays
- Hybrid working arrangements
- Company pension scheme
- Professional development and training opportunities
- Being part of a growing organisation with career progression opportunities

## How to Apply

Please submit your CV and a covering letter explaining how you meet the requirements of this role. Applications should be sent to [patsy@hybridtec.co.uk](mailto:patsy@hybridtec.co.uk). Closing date: 13<sup>th</sup> February 2026.