

James Brooklyn CV

Personal Details

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Career History

July 2019 – Current

Vocate Training - Digital apprenticeships training provider

Position: Director, Co-Founder

Vocate Training launched in July 2019 in response to the growing need for a digital apprenticeship training provider across greater Sussex and the south coast of England.

My specific function is within sales as the sales director, however my authority also covers safeguarding, (designated safeguarding lead) as well as internal quality assurance (CAVA Qualified).

Highlights include:

- Developing regular levy transfer funding from multiple south coast county councils.
- Created sustainable cohorts of marketing and ICT apprentices to meet local economic need.
- The successful passing of multiple ESFA, Ofsted, BCS and Highfield audits.

January 2019 – March 2019

Lewes Self Storage Space

Part time Sales Assistant

This short-term position involved:

Front of house of house selling of storage space to the general public.

Sales administration

Opening and locking up responsibility for the main self-storage space facility.

October 2018 – Current

Freelance skills and talent acquisition consultant

Notable projects include:

- Successfully advised and developed a new digital apprenticeship training provider through the Department for Education's training provider application process (ROATAP).

- Delivered a West Sussex school's apprenticeship awareness campaign for a digital apprenticeship training provider
- Conducted university outreach and business development campaigns for a digital graduate training and recruitment platform.

Key client include: Creative Process, Digital Grads, Vocate Training

January 2018 – October 2018

Wired Sussex

Position: Skills & Talent Manager

This position developed out of the continued interest from Wired Sussex and Wired Sussex members on digital skills related initiatives, and to enhance the annual Wired Sussex digital skills Talent Festival (Talent 2018). My role covered the below 6 objectives. These being:

1. To develop a detailed understanding of local and national skills provision, projects and initiatives. This included apprenticeships, internships, adult education, KTP partnerships, university student engagements.
2. Develop partnerships with schools, FE colleges, universities and apprenticeship training providers.
3. Deliver digital careers talks to schools, colleges and university students to stimulate interest in the Talent2018 Festival.
4. Create and publish blog posts, articles and interviews with members covering skills and talent issues.
5. Interview and encourage Wired Sussex members to present at the Talent 2018 digital careers festival, including the jobs fair, skills summit and portfolio clinic.
6. Research and investigate skills funding initiatives and partnerships.

I successfully:

- Created a detailed network of skills and talent partnerships with the south coast and HE, FE and university sectors.
- Helped to set up and deliver the most well attended digital skills festival in the south of England.
- Set up the very first developer focussed apprenticeship event for Brighton and Sussex.
- Created the first draft of the Wired Sussex skills manifesto for Brighton and Sussex's digital and technology sectors.

The role was heavily focussed towards the Talent 2018 festival, which resulted in the role being reviewed when the festival finished. From June to October 2018 the position was brought into the Wired Sussex's member services team, with its focus on reviewing transferable talent content for the new Wired Sussex website, whilst devising new ideas for future Wired Sussex talent related breakfast sessions, meetings and initiatives.

July 2017 – December 2017

Locate East Sussex

Position: Innovation & Partnerships Manager

My role had two distinct requirements. I acted as the primary introducer for the start-up and SME business of East Sussex to access the services of the local Universities, FE colleges and

apprenticeship training providers. This involved anything from introducing a one-man manufacturer to specialist R&D advice from Sussex University, to setting up a KTP (Knowledge Transfer Partnership) with one of the UK's leading music virtual reality companies based in Hastings.

My other function was to champion innovation for the businesses of East Sussex. This required me to partner with local chambers of commerce, town regeneration officers and Team East Sussex, Skills East Sussex to assess what was happening across the numerous business sectors of the county.

A lot of my time was focussed towards the encouraging the regeneration of the TEC66 Vacuum and Photonics network, which included cataloguing the sector and gauging its long-term workforce planning and recruitment needs.

November 2015 – June 2017

Youthforce

Position: Lead Partnership Development Associate

I was the Lead Partnership Development Associate for Youthforce, a specialist apprentice training provider in the education sector.

In my role, I developed new positions for apprentices with all forms of Free, Academy, Maintained, Independent, and Faith schools, as well as businesses across the south coast and in London.

My focus was to develop new business links with schools across Sussex, however I was also in charge of developing new relationships with schools in Croydon, Southwark, Lambeth, Hackney, Southampton and Portsmouth, taking on the duties of two former members of the company.

At Youthforce I:

- Developed new business relationships with 72 new schools across the south coast of England and London.
- Developed partnerships with 17 MAT's (Multiple Academy Trusts / £3m Apprenticeship Levy Payers) across London and the South East.
- Was the first point of contact in consulting MAT's / schools/ companies on the apprenticeship levy's impact for May 1st 2017.
- Trained the entire talent acquisition team towards an effective recruitment process
- Recruited three new members of Youthforce staff, including two tutors
- Advised the Church of England, the Catholic Education Service, East Sussex County Council, West Sussex County Council, Brighton and Hove City Council, Croydon Council, East Sussex Secondary School Business Managers Forum, East Sussex Primary Headteachers' Forum and many other Local Authorities and education groups.

With the onset of the apprenticeship levy my role diversified into more of a consultant on the levy. This consultative role extended not only to levy payers but also towards local authorities and governing bodies. I regularly presented to school business manager forums and headteacher breakfasts alongside constant webinar and skype meetings. At the same time I was still entirely responsible for developing every new apprenticeship with schools and MAT's across the South Coast and in London.

July 2011 – Oct 2015

Involve Selection Ltd

Position: Recruitment Consultant

In my role as a recruitment consultant my daily activities varied greatly, from one day meeting and profiling prospective candidates as far afield as Warrington, new client generation for a tunnel design consultancy in the midlands, to mapping out the whole of the structural design market specific to “mixed use” developments in London. My position involved the full 360 degree recruitment process from initial call to the successful completion of the campaign.

Markets I covered:

- International security
- Project & Programme Management
- Civil engineering and Construction Management
- Nuclear
- Quantity Surveying and Planning Engineering
- Structural Design Engineer

I successfully worked on and placed:

- In excess of 25 engineers and programme managers for Crossrail, including the Head of Risk and Lead Platform Screen Door design engineer. In this regard, I was in constant communication with the Head of HR and Recruitment for Crossrail and was personally responsible for recruiting the majority of tunnel site engineers on three major new build stations.
- The leading sprayed concrete lining (SCL) design engineer for one of the world’s foremost design consultancies
- Specialist Quantity Surveyors and Planning Engineers for Gatwick Airport and Southern Water

Across my time with Involve I also:

- Researched, developed and qualified new clients within the Nuclear market across the north of England.
- Created from scratch a successful working relationship with the largest contractor in the UK on Hinckley Point and Sizewell B Nuclear reactors.
- Created a master list of the leading miners and tunnel design engineers across the whole of the UK.

October 2010 – May 2011

Pure Associates

Position: Telephone Fundraiser

August 2010 – October 2010

Pell and Bales Ltd

Position: Telephone Fundraiser

Education

January 2021

Brooks & Kirk

Level 3 Certificate in Assessing Vocational Achievement
City and Guilds

September 2018 – June 2019

GB Met College Brighton:

CIPD L5 Intermediate Certificate in Human Resource Management

2009 – 2010

University of Sussex:

Graduate Diploma in Law (GDL)

During this year, I was a finalist in a national tournament hosted by the centre for effective dispute resolution (CEDR), which focused on the abilities of the teams involved to settle legal disagreements through compromise.

2005-2008

University of Exeter:

BA (Hons) Ancient History 2:2

2000-2005

The Leys School Cambridge:

9 GCSE'S (Including Maths, English and French),

AS Levels: History A, Business Studies A, Classics A, Theology B.

A Levels: History A, Classics B, Theology B.

1991-2000

St John's College School Cambridge