

JOB DESCRIPTION

Job Title:	Programme Assistant Apprentice	Salary scale:	£17,510 - £18,540 per annum depending on experience
Hours:	37.5 hours per week		
Apprenticeship Standard:	Level 3 Business Administration		
Job Purpose:	<p>The Programme Assistant Apprentice is a varied role with a lot of variety in tasks and opportunity for additional responsibility and development. You will be working in a dynamic work environment in a charity with a strong reputation for quality and innovation.</p> <p>You will develop a range of skills through working and training including administration, project management, presentation skills, data collection and analysis whilst supporting the delivery team with development and delivery of educational workshops for children and young people.</p>		

15billionebp is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be required to apply for an Enhanced Disclosure via the Disclosure and Barring Service.

Principal Accountabilities

1. To provide administration support to the delivery team.
2. To liaise with schools, volunteers, employers, parents and carers via telephone, face-to-face and email.
3. To provide assistance in volunteer recruitment and training.
4. To maintain IT administration systems including inputting data, filing and assisting in preparation of reports.
5. To assist and support development and co-ordination of programmes and events and attend delivery in schools and other external venues.
6. To assist and support collation, management and preparation of resources.
7. To undertake other duties appropriate to the job as may be reasonably required.
8. To become familiar with safeguarding, equal opportunities, health and safety and GDPR regulations, ensuring they are adhered to at all times.
9. Undertake all tasks in accordance with company policies and procedures.

Training

- Level 3 Apprenticeship in Business Administration.

Qualifications required

- Educated to GCSE or equivalent standard with at least 3 GCSE passes at grades 9-4 (A-C), including English and Maths.

Person Specification

- Good Communication skills - ability to communicate with others effectively in writing, via telephone and face-to-face.
- Work effectively as a member of a team.
- Willing to take wider responsibilities from time to time as agreed with your line manager.
- Good working knowledge of ICT packages including Microsoft Word, Outlook, Excel and Powerpoint.
- Good problem solving skills and ability to take initiative.
- Motivated and keen to learn new skills.