

## **Apprentice Project Officer – Local London Careers Hub**

Position Title: Apprentice Project Officer

Location: Hybrid

Reports To: Operational Hub Lead

Salary: London Living Wage

Contract Type: 12 Months Contract

### **Job Summary:**

This apprenticeship offers an exciting opportunity to gain hands-on experience in project administration within the Careers Hub. The Apprentice Project Administrator will support the Management and wider Team in delivering and coordinating projects such as work experience and Provider Access programs. The role involves organising logistics, maintaining records, communicating with stakeholders, and ensuring smooth and efficient project operations. This position is ideal for someone eager to develop administrative and project coordination skills while contributing to meaningful initiatives for young people, parents, and teachers.

### **Key Responsibilities:**

#### **1. Administrative Support for Hub Projects:**

- Provide day-to-day administrative support to the management and wider team in the planning, delivery, and evaluation of all the projects.
- Maintain up-to-date records of all projects ensuring that data is accurate and accessible.
- Assist in the coordination of logistics for work experience placements, including scheduling, confirming details with employers, schools, and students, and managing communication.
- Support the creation and distribution of program materials, such as guidance documents, feedback forms, and promotional materials.
- Track deadlines, key milestones, and deliverables to ensure all project activities are completed on time.

#### **2. Communication and Stakeholder Coordination:**

- Serve as the first point of contact for stakeholders, including schools, employers, and other stakeholders providing clear, timely, and professional communication.
- Coordinate meetings, workshops, and events related to experiences of the work places

and other events ensuring all logistics are managed effectively.

- Maintain and update contact lists, databases, and other records of stakeholders involved in the various programs.
- Ensure regular communication with internal and external stakeholders, sending out reminders, updates, and follow-ups as needed.

Using social media as a tool to support external communications with key audiences.

### **3. Data Management and Reporting:**

- Support the Management and wider Team in collecting and organising data related to the projects e.g. work experience placements, apprenticeship outcomes, and feedback from stakeholders.
- Assist with tracking and reporting on program progress, ensuring all documentation is completed accurately and submitted on time.
- Help prepare reports for internal use, stakeholders, and funders, including progress reports and impact evaluations.
- Maintain project documentation, ensuring that all necessary information is up to date and accessible.

### **4. Event Planning and Logistics:**

- Assist in organising and coordinating events such as career fairs, employer workshops, and apprenticeship promotion events, including managing RSVPs, venue arrangements, and materials.
- Support the Management Team in planning and preparing for key events that promote apprenticeships, technical education, and experience of the workplace opportunities.
- Provide on-the-day event support, ensuring smooth execution and timely resolution of any issues that may arise.

### **5. General Office Support:**

- Organise and maintain physical and digital filing systems related to experience of the workplace programs, apprenticeship opportunities, and related projects.
- Order and maintain supplies and materials necessary for the administration of programs and events.
- Assist with any other ad-hoc administrative tasks as required to ensure the smooth running of projects and activities.
- Any other duties as may be required in the Careers Hub.

## **Skills and Experience:**

### **Essential:**

- An interest in working in a education, careers, or youth development setting.
- Strong organisational skills with the ability to manage multiple tasks and priorities

simultaneously.

- Excellent communication skills, both written and verbal, with an ability to interact effectively with a wide range of stakeholders.
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) and other office software.
- Strong attention to detail and the ability to manage records and data accurately.
- Ability to work well independently and as part of a team, with a positive and proactive attitude.
- A flexible, adaptable approach to work, with the ability to respond to changing priorities.

#### **Desirable:**

- Experience or knowledge of supporting apprenticeship or work experience programs.
- Familiarity with project management tools (e.g., Trello, Asana, or similar) is advantageous.
- Understanding of the education and skills landscape, including apprenticeships and vocational training.
- Some experience in helping to organize or run events or managing logistics for programs and activities.

#### **Personal Attributes:**

- Strong time-management skills and ability to prioritize tasks effectively.
- A collaborative team player with excellent interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Enthusiastic, proactive, and eager to support young people and employers in creating meaningful work experience opportunities.
- Positive and flexible attitude, willing to contribute to a wide range of tasks and responsibilities.

#### **Other requirements**

- All Careers Hub staff are required to complete an enhanced DBS check at the start of their employment, and to undertake updated DBS checks when required.
- As an Apprentice you will be expected to attend all scheduled teaching sessions and activities for your learning, including meeting deadlines for assignments.
- Flexible work is required with regular travel across the sub-region and into central London, as well as occasional evening work, and attendance at national and regional training events.
- The ability to manage a varied working pattern with a combination of external meetings, virtual meetings, home working, and some office-based working.
- This job description is intended to outline the general duties and responsibilities of the role. It is not exhaustive, and the postholder may be required to undertake additional tasks to support the organisation's objectives.

The accountable body for Local London is the London Borough of Redbridge, and all Local London Careers Hub staff are employed by the London Borough of Redbridge on their terms and conditions.



**Job Descriptions are not part of the terms and conditions of employment and may be subject to change.**