

<Local London Careers Hub>

**Apprentice Project Officer
Person Specification**

(08/2026)

Job Title:	Person Specification		
	<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = Essential, 2 = Desirable</i>	A - I - T	Weighting
Minimum education/ qualifications:	GCSE (or equivalent) English & Maths at Grade 4/C or above, or willingness to achieve during the apprenticeship.	A	3
	Eligible to undertake an apprenticeship (no conflicting higher qualification in the same discipline).	A	3
Minimum experience/ knowledge/ skills:	Demonstrable interest in education, careers or youth development.	(A, I)	3
	Strong organisational skills; able to manage multiple tasks, priorities and deadlines.	(A, I)	3
	Clear, professional written and verbal communication with varied audiences.	(A, I)	3
	Accuracy and attention to detail in record-keeping and data entry.	(A, T)	3
	Competent with Microsoft Office (Word, Excel, PowerPoint) and willing to learn other systems.	(A, T)	3
	Able to work positively both independently and as part of a team; proactive attitude.	(I)	3
	Flexible and adaptable; able to respond to changing priorities.	(I)	3
	Basic understanding of data protection and confidentiality.	(A, I)	3
	Experience supporting apprenticeship/work experience or placements.	(A, I)	2
	Familiarity with simple project/task tools (e.g., Trello, Asana or similar).	(A, I)	2
	Understanding of the education/skills landscape (apprenticeships/technical education).	(A, I)	2
	Experience organising events/logistics (e.g., careers fairs, workshops).	(A, I)	2
	Experience using social media for organisational communications.	(A, I)	2
Minimum competencies: Customer focus	Customer focus: Puts schools, learners and employers first; responds promptly and helpfully; seeks feedback to improve service.	(I)	3
Communicating and influencing	Communicating & influencing: Uses plain English; tailors messages; follows up actions and checks understanding.	(A, I)	3
Building relationships, working together and in partnership	Building relationships, working together & in partnership: Builds positive, respectful relationships; collaborates to achieve shared goals.	(I)	3
Respecting & implementing diversity	Respecting & implementing diversity: Values inclusion; supports equitable access; challenges bias appropriately.	(A, I)	3
Planning, organising & achieving results	Planning, organising & achieving results: Plans tasks, tracks milestones, meets deadlines; keeps accurate records.	(A, I)	3

Embracing change	Embracing change: Adapts to new processes/systems; learns quickly; suggests improvements.	(I)	3
<i>For those with managerial responsibility</i> Leadership	Leadership: N/A – no line management responsibility for this apprenticeship. Managing and developing people: N/A – no line management responsibility for this apprenticeship.		
Managing and developing people			
Special conditions:	Attendance at all scheduled apprenticeship teaching/training; assignment deadlines met.	(A, I)	3
	Flexible working with regular travel across the sub-region and to central London; occasional evenings.	(I)	3
	Ability to manage a varied working pattern (external meetings, virtual meetings, home and some office-based work).	(I)	3