

JOB DESCRIPTION	
Role	Business Project Support Officer Apprentice
Reports to	Strategic Funds Programmes Leader
Direct Reports	None
Directorate	Economy & Growth
Department	Business
Pay Grade	NJC 6
Job Purpose <p>To support the Business Team by providing project and operational support.</p> <p>The Apprentice will be enrolled into a L4 APM Project Management Apprenticeship Standard and will work towards the Knowledge, Skills and Behavioural objectives of the Apprenticeship Standard.</p> <p>This apprenticeship offers a structured learning and development pathway, enabling the postholder to gain the knowledge, skills and behaviours required to progress into a Project Officer/Manager role upon successful completion.</p>	
Key Responsibilities <p>To provide project and operational support to the Business Team.</p> <p>Under the guidance of the wider Business Team, this role will deliver effective support in the following areas:</p> <ul style="list-style-type: none"> Helping to organise and coordinate grant recipient meetings, including preparing agendas, materials, and taking notes. Supporting the team with monthly and quarterly performance monitoring, including preparing meeting documents. Providing administrative support to relevant meetings, including scheduling, note-taking and action tracking. Assisting in the coordination of internal and external meeting; acting as the first point of contact for any queries when required. Assisting in the creation of presentations, templates, and reports for project activities. Providing general support under the guidance of colleagues with new projects, including tasks such as business case preparation, project setup, contracting, and monitoring. Working with the team to ensure compliance with relevant project management requirements. Supporting the delivery of ad hoc projects and tasks as needed. Helping monitor national and local developments relevant to the Business Team. Contributing to research and analysis where required. Completing support tasks such as the co-ordination of relevant project administration support; data inputting and processing, including invoice and payment processing; maintaining accurate records and documentation. Collaborating with colleagues across teams to support integrated project work. Participating in learning and development activities as part of the apprenticeship programme. Demonstrating a commitment to the organisation's values and contribute positively to team culture. 	
PERSON SPECIFICATION	
Qualifications & Knowledge	

- Level 3/BTEC or A-Levels; subjects may include relevance to project management (e.g. Business Administration)
- A keen interest in project management, and awareness of the role of local and central government.
- Good communication skills
- Good presentation skills

Experience

- Some experience (1-2 years) in a working environment, this could include volunteering or paid employment (desirable)

Behaviours

- Good communicator
- Positive approach
- Collaborative
- Motivated
 - Good organisational skills