



## Talent RISE Opportunity Description (GP000)

### Business Admin Apprentice

v. 20210714

<b>Opportunity type:</b>	Level 3 Apprenticeship in Business Admin
<b>Location:</b>	Oldham, Greater Manchester
<b>Salary:</b>	<b>£12,000 - £16,272</b> (varies by age) 16-17 yrs: £12,000 // 18-20 yrs: £13,400 // 21-22 yrs: £15,268 // 23+ yrs: £16,272
<b>Hours:</b>	<b>35 hrs per week</b> (Mon - Fri: 9am - 5pm // Onsite initially with the potential to move to hybrid pattern with 2-3 days remote work after a few months)
<b>Duration:</b>	<b>18 month programme</b> anticipated to start Sep, 2021 - assuming Covid-19 allows.
<b>Progression:</b>	Potential for ongoing role as Junior Project Coordinator / Project Manager based on successful completion of qualification and available budget at the time.

#### About the opportunity provider and role

The opportunity provider is one of the largest providers of affordable housing and care in England, and they operate in 125 local authority areas. Most of their homes are for rent at prices significantly lower than the private market, and on tenancy terms which offer far greater security.

They describe themselves as a customer service organisation because it's their customers that they're there to support. Their customer base is increasingly diverse, and the opportunity provider recognises they must provide services in a way that reflects this, as well as changing expectations.

The successful candidate will take up an exciting opportunity within the Business Change Department. Full training will be provided and 20% of the work hours will be given to studying for the Level 3 apprenticeship. There will also be further on-the-job opportunities to learn and develop, including work-shadowing, mentoring and training courses.

This opportunity is based in the company's office in Oldham, Greater Manchester, with a target start date of September 2021.

#### Key responsibilities

The successful candidate will have responsibility for business admin, including but not limited to:

- Scheduling meetings (both face-to-face and via Microsoft Teams)
- Organising workshops and the relevant workshop materials
- Meeting visitors and directing them to their meeting
- Raising Purchase Orders
- Processing payments via the Oracle system
- Contacting suppliers
- Chasing invoices that are on hold
- Placing stationary orders
- Updating systems and policies under guidance and when required
- Speaking with management and senior management on a regular basis

#### Skills, traits, qualifications and other criteria

Successful candidates must:

- be confident and proactive

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- be hungry for knowledge and not afraid to ask questions
- have a genuine interest in building a career in Business Change / IT
- have drive and ambition to continuously improve
- be able to work effectively within a team
- be able to work methodically, following agreed procedures and accurately process data and information
- have excellent time-keeping
- have good written and verbal communications
- knowledge of Microsoft Office (Outlook, Word and Excel)
- be able to demonstrate or quickly pick-up the following behaviours: deliver great service / take responsibility / make things possible / professionalism and principals / do things well)
- must be able to evidence an existing or predicted GCSE (or equivalent) grade 9-4 (A\*-C) in Maths and English
- must have a right to work in the UK and have lived in the UK for the last 3 years
- must not be studying towards any other government funded qualification at the same time
- must not already have the same or similar qualification
- will have no offences or financial judgements that would interfere with the nature of the work
- must be aged 16-30 or under to apply for this opportunity via Talent RISE

Successful candidates will ideally:

- have experience working in an office environment
- have experience working quickly and accurately in a fast-paced environment

#### How to apply

Candidates can apply directly but will ideally be referred by another youth organisation **by Monday 2 August, 2021**. While applications will remain open until this date, **Talent RISE will assess candidates as they apply and we encourage submissions as soon as possible.**

To apply the candidate or referring organisation must:

- Complete this [online application form](#)
- Email a copy of the candidate's GCSE (or equivalent) evidence & CV to [andy.chaggar@talentrise.org](mailto:andy.chaggar@talentrise.org)

After their application suitable candidates will be invited for a chat to discuss the opportunity and to assess if they can be put forward. Help strengthening CVs can also be provided as needed so candidates needn't worry about polishing these before their initial application. Even if not successful on this occasion their application will make candidates eligible for future opportunities offered via Talent RISE.

#### Further assessment by the opportunity provider

If candidates are successful in being put forward by Talent RISE they will be asked to undertake an interview with the opportunity provider. This may be face-to-face or via Microsoft Team depending on circumstances at the time. All applicants invited to interview will also have to undertake a Maths and English assessment using the opportunity provider portal.

**Note that the opportunity and not Talent RISE will make final decisions as to who is successful.**

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