

JOB DESCRIPTION

JOB TITLE	Business Administrator Apprentice
SALARY	Age related NMW, 37 hours per week (6 of which are off the job learning)
REPORTS TO	Compliance and Standards Manager
LOCATION	South and North Tyneside
TERMS & CONDITIONS	Standard Terms and Conditions

JOB SUMMARY

Groundwork South and North Tyneside has been Changing Places and Changing Lives for over 30 years through a variety of environmental, learning, health and skills programmes: <https://www.groundwork.org.uk/hubs/north-east-and-yorkshire/>

We are a fast paced and diverse charity with an excellent track record in partnership working and high quality delivery

Groundwork South and North Tyneside's priorities are to strengthen and grow our existing services by delivering long term programmes that meet the needs of our stakeholders, whilst also undertaking a period of development to allow the business to grow in terms of finances and capacity.

The Business Administration Apprentice will be responsible for data collection and analysis to support work on our Climate Action Plan across two Groundwork Trusts.

The apprentice will assist the Compliance and Standards Manager in creating base lines for energy consumption, business mileage and a range of other factors across our portfolio of properties and operational sites. This work will the inform investment to reduce our carbon emissions with the aim of being carbon net zero by 2030.

This post will also work with the Property Services team dealing with stock ordering and booking service calls and carry out general admin duties to support the Compliance and Standards Manager.

It is a requirement of this post to successfully complete a Business Administrator Apprentice Level 3 within 18 months.

Themes of work will cover three main areas

- Data collection and analysis
- Spotting data trends and opportunities to reduce carbon emissions
- Regular reporting of actuals against targets

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HEALTH AND SAFETY

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| <ul style="list-style-type: none">• All employees have a responsibility of care for their own and others' health and safety.• To oversee the H&S of activities in-line with Groundwork's Health & Safety Policies and Procedures• To liaise with the Compliance and Standards Manager, the Trust's H&S Lead, and External Consultant on H&S matters relating to sites, activities and operating procedures |
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SAFEGUARDING

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| <ul style="list-style-type: none">• We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults |
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ADDITIONAL RESPONSIBILITIES/ INFORMATION

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| <ul style="list-style-type: none">• The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.• Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.• The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies• A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and reporting any concerns.• To be aware of, and comply with, all measures to support our environmental standard ISO14001• To be aware of, and fully comply with all areas of Information Security in particular the GDPR (General Data Protection Regulations) 2018 |
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	Created by: Natalie Curren - July 2022
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