**Apprenticeship Vacancy**

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| **Vacancy Title** | Business Resources Apprentice |
| **Employer Name** | Hampshire & Isle of Wight Wildlife Trust |
| **Employer Address** | Beechcroft House, Vicarage Lane, Curdridge, Hampshire, So32 2DP |
| **Contact Details** | 01489 774400 |
| **Website** | www.hiwwt.org.uk |
| **No of Employees** | 116 |
| **Surname** | Puttock |
| **First name** | Tara |
| **Position** | Facilities Co-ordinator |
| **Telephone** | 01489 774418 |
| **Email** | Tara.puttock@hiwwt.org.uk |
| **Employer Description** | Hampshire & Isle of Wight Wildlife Trust is one of 46 [Wildlife Trusts](http://www.wildlifetrusts.org/) working across the UK. With the invaluable support of volunteers and members we manage over 50 [nature reserves](https://www.hiwwt.org.uk/nature-reserves). We also [work with other organisations and landowners](https://www.hiwwt.org.uk/node/1481) to protect and connect wildlife sites across the county and inspire local communities and young people to care for wildlife where they live. |
| **Apprenticeship Programme and level** | Business Administration 3 |

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| **Brief overview of the role** | We are looking for an apprentice to join our busy Business Resources Department. The successful candidate will cover reception on a daily basis and will have the opportunity to learn core duties and skills of other roles within the Business Resources Department. The successful candidate will need to be able to communicate with colleagues and members of the public at all levels both verbally and in writing. |
| **Vacancy Period** |  |
| **Possible Start Date** | 22nd July 2019 (possible interview date 9 July) |
| **Full Description of Vacancy -** | We are looking for someone to join our busy and friendly Business Resources team. The team provide many of the core functions for the Trust such as HR, finance, facilities, volunteer administration and reception and switchboard.  As the Business Resources Apprentice your role will incorporate the following:   * Ensure reception is efficiently and professionally manned. * Answering telephones, putting calls through to staff and dealing with enquiries where possible. * Welcome and assist visitors to the Trust HQ. * Ensure that reception is kept tidy and to maintain Trust literature displays. * Sort all incoming and outgoing mail on a daily basis. * Assisting with the booking and set up of meetings when required. * For two days a week you will assist the HR Business Partner with volunteer administration. This would include tasks such as dealing with volunteer enquiries and inputting volunteer registration forms onto the Trust CRM database. * Assist the Executive Assistant and the team with preliminary work leading up to the Trust AGM/Conference and attend on the day to assist where needed. * Assisting the Business Resources team with the organisation and setup of meetings. * Assisting the Facilities Co-ordinator with the planning and organising of servicing for Trust buildings and facilities.   The above list highlights key activities however this is not an exhaustive list; the apprentice will assist across the department so will have the opportunity to hone their administrative and organisational skills across a wide range of tasks.  This role is perfect for someone looking to gain experience within an administrative and/or charity environment, within a team who have a wealth of different responsibilities, work experiences and specialisms who are looking forward to helping the right candidate gain confidence and to reach their full potential. |
| **Wage** | £5.50 per hour |
| **Working Week** | Monday – Friday, 9am-5pm |
| **Future Prospects description** | The role of Business Resources Apprentice is a new position within the team and Trust. However, past Assistants have gone on to work in a variety of positions, both within the Trust and with alternative employers. These include Receptionist, Facilities Co-ordinator, Membership Officer, HR Officers, Fundraisers, Personal Assistant and Marketing Assistant; achieving the BTEC qualification would give a fantastic foundation to lead to a career in administration. |
| **Skills Required** | Good communication skills both orally and in writing  Polite, personable and approachable with excellent interpersonal skills  Tactful and diplomatic  Customer focused  IT skills, basic knowledge of Microsoft programs an advantage but a  willingness to learn relevant systems is required  Team player  High level of confidentiality  Willingness to learn from and help others |
| **Qualifications Required** | GCSE English and Maths  GCSE ICT or Business studies |
| **Personal Qualities –** | Positive  Reliable  Articulate  Confident  Enthusiastic  Flexible  Friendly  Honest  [Organized](https://www.monster.ca/career-advice/article/transferring-your-skills-to-a-new-job-in-the-same-company)  Punctual  Responsible  Sense of humour  A passion for nature and environmental issues |
| **Reality Check** | The office is based on the outskirts of Botley and is easily accessible by car. Botley train station is a 5 minute walk with hourly trains on the London Waterloo to Portsmouth timetable. |
| **Question 1** | Please tell us a little about you and why you’d suit this role, tell us your career goals and what interests and hobbies you have. |
| **Question 2** | Please tell us about any experience you may have that you feel could be beneficial to this role (not necessarily through working). |