



People and Office Apprentice

Job description

Job Title:	People and Office Apprentice
Salary:	£ 18,500 Benefits include: <ul style="list-style-type: none">● Generous annual leave allowance● Paid sick leave● Enhanced family-friendly leave● Compassionate and emergency leave● Pension scheme● Life insurance policy● Employment Assistance Program● Access to vouchers and discounts● Monthly wellbeing allowance
Reports to:	People and Culture Manager
Location:	Oxford This is an office based role. Some home working is possible. Travel throughout Oxfordshire and further afield may be required.
Hours of work:	37.5 hours per week (including 1 day per week study time)
Apprenticeship:	Business Administration Level 3 Apprenticeship

Applications will be reviewed as and when they are received.

Closing date for applications: 27th of June 2024

Interviews to be held: 3rd and 4th of July 2024

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.

Role purpose

We are looking for a new enthusiastic People and Office Apprentice to play a vital role in our Office Team. You'll provide professional, supportive administration services within our team, handling day-to-day office tasks to ensure smooth processes. As the first point of contact for inquiries, you'll assist the People and Culture Manager with various administrative duties, including maintaining employee systems and records and coordinating office operations. This role will be to ensure a pleasant office environment and also include reception duties and welcoming partners and visitors to our Oxford office. You will aim to maximise efficiency and support the Charity's mission through effective administration and office coordination.

An exceptional People and Office Apprentice will be highly organised, proactive, and possess excellent communication skills. You'll adeptly handle administrative tasks with precision and efficiency, while also demonstrating a passion for quality. Your role will be essential to the running of Oxfordshire Youth and will support our team to make a lasting difference in the lives of young people in Oxfordshire.

About your apprenticeship

As part of your role, you will be enrolled on a **Level 3 Business Administration Apprenticeship**. On this course, you will learn highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This will include working independently and as part of a team, and will involve developing, implementing, maintaining and improving administrative services. Business Administration Apprentices will develop key skills and behaviours to support their own progression towards management responsibilities.

The **Level 3 Business Administration Apprenticeship** programme duration is 16 months, the course is 100% online and will be complete while in your role at Oxfordshire Youth. You will attend Academy LIVE learning sessions, delivered by business specialists. Alongside support from the People and Culture Manager, you will be provided a Apprenticeship Academy personal coach to support you on your apprenticeship journey. Please note, participation in the Business Administration Apprenticeship is an essential condition of employment. Oxfordshire Youth will support you in your enrolment.

Please see the [Introduction Guide- Level 3 Business Administrator](#) for further information.

Key responsibilities

- Contribute to people and culture tasks: update records, support new starters, facilitate training, and offer generalist people assistance.
- Aid in maintaining people information systems, handling the recruitment inbox, processing applications, and scheduling interviews.

- Maintain an organised, positive office environment by managing supplies, conducting H&S checks, and assisting visitors.
- Coordinate the correspondence for bookings for meeting/training spaces.
- Coordinate setting up training and meeting spaces, oversee IT equipment and welcome guests.
- Support with administration tasks, handling inquiries and providing assistance across the charity.
- Assist People and Culture Manager in people processes and recruitment for Oxfordshire Youth, including documentation, system operations, and query resolution.
- Handle Oxfordshire Youth reception duties, post and main phone line.

Our Culture

Everyone at Oxfordshire Youth agrees to:

- Have an unwavering commitment to Oxfordshire Youth's vision, mission and values
- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out following Oxfordshire Youth's guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth professionally and appropriately at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

This job description is subject to amendment following discussion with the post holder.

Specific tasks and duties will be shared at the interview and during the induction process

What we are looking for

- Someone with initiative and passion for learning
- Friendly and positive with a team-orientated attitude
- Excellent communication skills, both written and verbal
- Ability to respect and maintain confidentiality
- IT skills including Excel, Word, PowerPoint
- The ability to solve problems and think creatively
- A flexible approach to your work, including a willingness to set about a variety of tasks
- A commitment to treating people equally, being aware of unconscious bias, respecting differences and challenging prejudice and discrimination
- A positive, enthusiastic and can-do approach
- Accountability for the quality of your work and eagerness to develop
- Someone able to show initiative in managing priorities and time
- **Math and English Functional Skills**, a requirement for the Level 3 Business Administration Apprenticeship is to have a level 2 or above functional skills in math and English before they forward for End Point Assessment. If you hold a A-C or 4-9 in GCSE grade in math and English you will be exempt from doing the functional skills exams. All apprentices will be required to undertake a functional skills assessment at the beginning of the program.

Closing date for applications: 28th of May 2024

Interviews to be held: 30th of May 2024

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