

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Apprentice Administrator	Grade: Apprentice Grade (fixed-term 18 months)
Reports to (Designation):	Compliance Quality and Fidelity Officer	Grade: PO1
Directorate:	Place	Section: Economy, Jobs and Partnerships

Main Purpose of the job:

The Jobs and Skills team is responsible for supporting local unemployed residents into work, increasing their skills, and working with local employers to secure new job opportunities for Lewisham residents. The purpose of this role is to:

- Provide essential support to the Lewisham Works employment programme, working with other team members to achieve project success.
 - Undertaking a wide range of administrative, communication and digital activities
 - Work across multiple tasks and projects in a high volume, fast-paced project delivery environment
 - Successfully complete your apprenticeship studies and qualification during this employment
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Summary of Responsibilities and Personal Duties:

Job Specific Responsibilities

1. Preparing and sending out information to stakeholders, attending meetings to take minutes and updating project documents.
2. Conducting financial administration, including creating suppliers, raising orders, processing invoices and consolidating purchase card transactions.
3. Writing, filing and maintaining documents and databases and ensuring all documents are accurate and clear and support the success of projects.
4. Monitoring project data as required, including collecting data.
5. Completing administrative duties including minute taking, scheduling meetings, filing and printing, arranging travel and booking venues.

6. Administering the referral and triage process for the Lewisham Works employment support service
7. Acting as an ambassador for the Council and the Lewisham Works programme, contributing to the effectiveness of meetings and the sharing of knowledge and experience.
8. Managing data entry effectively and efficiently from a range of sources.
9. Undertaking any other duties that may reasonably be requested
10. To manage the team inbox
11. To man and monitor the office reception desk, meet and greet visitors to the service and provide general information and customer service.
12. To act as first point of contact for general enquiries to the service
13. To represent the service at events and local outreach opportunities.