

LONDON BOROUGH OF LEWISHAM APPRENTICESHIP SCHEME

Job Description

Directorate:	Resources and Regeneration
Section:	Economic Development
Job Title:	Local Labour and Business Scheme Admin Apprentice
Grade:	APYR1
Reports to:	Local Labour and Business Scheme Manager
Contract Duration:	18 months – Apprenticeship – Level 3

Main Purpose of the job:

To provide assistance with a wide range of business administration activities, supporting the coordinated, efficient and effective delivery of Social Value at Lewisham Council

We are looking for a person who has the ability to work accurately and quickly to meet deadlines, with good communication skills and is eager to contribute to the team.

We offer excellent development opportunities, plus a range of benefits that includes a final salary pension scheme, flexible working and the opportunity to make a real difference to your local community

Summary of Responsibilities and Personal Duties:

1. Updating the Social Value database to ensure contractor's Social Value commitments are accurately recorded for monitoring purposes.
2. Work from start to finish supporting the procurement process in relation to Social Value from start of tendering process to completion.
3. Learn about and implement data processing and confidentiality legislation.
4. Assist with assessing and tabulating Social Value monitoring returns using the new Social Value database and supporting with the development of process around the database.
5. Collect and collate evidence relating to Social Value commitments.
6. Manage small project within Social Value working with colleagues in the wider Economy, Jobs and Partnerships Team and the Procurement Team.
7. Assist with organising and delivering events including job fairs, Lewisham Strategic Partnership, workshops, working groups and others.

8. Undertake general administration including word processing, printing and scanning.
9. Undertake administration for programme and project boards/meetings including organisation, minute taking and meeting follow up.
10. Undertake administration of team intranet sites to ensure they are current, accurate and fit for purpose.
11. Assist in updating social media platforms
12. Assist in the writing of the annual Social Value report.
13. Assist with the day to day operations of the LLBS.
14. Attend occasional evening or weekend meetings and events.
15. Carry out other duties as directed within the scope of the post.

Criteria:

1. Good knowledge of Microsoft Office including Excel and Word.
2. Good telephone manner and be able to communicate effectively both verbally and in writing.
3. Excellent customer service.
4. Excellent ability to work with external contractors and manage conflicting priorities.
5. Attention to detail.
6. Excellent timekeeping.
7. Be confident with the use of social media platforms.