



ID: 1094 Job Title – Business Support Apprentice

Salary: Grade 2 (lower): £21,961.00 FTE per annum for the first 12 months of the apprenticeship. Thereafter, the salary will equate to the relevant National Minimum Wage for your age (plus £480 home working allowance per annum)

Location: Home based within the East Midlands Region, England

Hours: full-time (37 hours per week)

Contract: Apprenticeship Length 18 - 24 months

Family Action & the Role's Impact:

Family Action is a registered charity, building stronger families since 1869. Today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants. We transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. Are you a highly motivated self-starter with excellent communication skills and a willingness to learn? Do you want to be part of an award winning organisation that makes a difference? If so, Family Action has an exciting opportunity and would love to hear from you.

Main Responsibilities:

We are looking for an enthusiastic and passionate Business Support Apprentice who will work as part of The Business Development Team. The team provides a support function to enable the organisation to achieve its growth objectives. We support the retention of existing work and secure new contracts primarily via competitive tender and trust and grant applications. Business Development Team leads on mobilisation of new projects and embedding social value plan across the organisation.

You will be regularly supervised and supported and will be expected to complete your qualification in the time specified (level 3 apprenticeship framework qualification).

Main Requirements (for further details, check the job description and person specification):

- Desirable to have at least 5 GCSEs including Maths & English between grades 4 – 9 (A-C).
- A good working knowledge of computers - word processing and computer skills, with some experience with Microsoft 365, Word, Excel, Outlook, PowerPoint, various databases and an ability to conduct desktop research.
- A good command of English grammar and spelling, and the ability to take and write up minutes of meetings.
- Enjoy meeting new people and learning from others; you will need to have good communication and relationship building skills.
- Ability to align with and support Family Action's mission and values.
- Not in full time education.

Benefits:

- an annual paid leave entitlement that commences at 25 working days, rising each April by one day, subject to a maximum of 30 working days plus bank holidays;



- up to 6% matched-pension contributions.
- flexible working arrangements and new starters have the right to make flexible working requests from day one of employment.
- enhanced paid sick leave and paid family leave provisions;
- eye care and winter flu jabs vouchers,
- cycle to work scheme,
- investing in your professional development with ongoing quality training and career development opportunities.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**

To Apply:

- **Complete:** the [Application Form](#) and send to: completed.application19@family-action.org.uk
- **Closing Date :** Monday 4th March 2024 at 5pm
- **To learn more about Family Action:** [Recruitment Pack](#)
- **To learn more about our terms & conditions:** [Summary Terms & Conditions of Employment](#)
- **To help us fulfil our commitment to diversity and promoting equal opportunities:** complete our anonymous [Equality & Diversity Monitoring Information survey](#)

Our commitment to Equality, Diversity & Inclusion:

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process and you will be asked whether you require any adjustments if shortlisted for interview. We also make reasonable adjustments on the job, where required.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.