



APPRENTICE

Business Administrator



Want to carve out a stellar career working at the very top of our organisation? Join us as an Apprentice Business Administrator, and you'll make sure everything runs smoothly in our CEO's Private Office. It's here that you'll play a vital role, supporting on everything from day-to-day office management to high-level Ministerial meetings. Open to school-leavers, career-changers, or anyone simply looking to grow their skills, this apprenticeship will give you the chance to get hands-on experience and academic qualifications – as well as the opportunity to land a permanent role in the team.

But what's so unique about the experience we offer? Well, from constructing embassies to securing top-level government communications worldwide, our projects protect the UK's interests across the globe – and your admin skills will help make it all possible. Whether you're learning about how the organisation supports the work of Her Majesty's Diplomatic Service, or supporting the CEO's relationship with some of the most senior members in UK Government, you'll enjoy a role full of impact as you help us do things as swiftly and efficiently as possible. So, if you're ready to step up and support our purpose, then one thing is clear: your future just got bigger.

YOUR PROGRAMME

Joining our Chief of Staff Office, you'll learn what it takes to be part of our Executive Support teams, aiding the CEO and Directors as they shape the direction of our global organisation. You'll pick up a broad range of skills along the way, including event organisation, correspondence management, VIP visit scheduling, and stakeholder management.

KEY FACTS

- Level 3 apprenticeship
- Based at King Charles Street, London
- Starting salary: £19,749 plus £5,000 location allowance
- Salary upon qualification could be in the region of £20,500
- 18-month programme – with a potential career at the end
- Combination of practical work and study
- Applicants need:
 - Min. two GCSEs (or equivalent, e.g. O Levels) at grade 9-4 (A*-C) in Maths and English
 - A genuine interest in business administration
 - British citizenship, having lived in the UK for the last three years before the first day of the apprenticeship
 - To be at least 16 years old by mid June 2021
- Candidates will need to undergo Security Check (SC) clearance before joining

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At the same time, you'll take on a series of Business Administration knowledge modules. You'll learn through a blend of group sessions and digital content on our online platform, with modules including:

- The organisation
- Value of your skills
- Stakeholders
- Relevant regulations
- Policies
- Business fundamentals
- Processes
- External environmental factors

Not only that, you'll learn about topics that will boost your soft skills too – like how to write a personal development plan. This is a skill that'll definitely come in handy, because throughout the programme, you'll be meeting your Talent Coach for regular reviews to assess your progress and plan how to address your areas of growth.

Your Talent Coach will also support you to build a portfolio of evidence, all leading up to your End Point Assessment. There, you'll demonstrate the competencies you've built up through a work-based project, an interview, a showcase of your portfolio, and a presentation session. Of course, your team will be there to support you every step of the way.

COMPLETING YOUR APPRENTICESHIP – AND BEYOND

If you successfully complete the apprenticeship, you'll gain your Level 3 qualification. But where to next?

Well, you'll have a whole range of options to take the next steps in your career. We'll do our best to find you a permanent role with us, and your most likely starting point is a role within one of the teams you've worked with, such as Account Management, Business Analysis, Marketing, Business Planning, or a role as a Business Administrator in the Chief of Staff Office. From there, you'll be able to explore your interests, develop your skills further and set your sights on realising your ambitions.



It takes a diverse team to protect a diverse world.

