

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Apprentice
<b>GRADE:</b>	4

**ROLE OVERVIEW**

The role of the Apprentice will be to develop knowledge, skills and behaviours through a structured apprenticeship programme while providing administrative, project, and operational support to a service area within the Combined Authority.

Working alongside experienced colleagues, the apprentice will contribute to the delivery of regional programmes that improve transport, housing, skills, economic growth and environmental sustainability across the West of England. Typical activities may include supporting project coordination, preparing documents and reports, assisting with stakeholder engagement, and helping to maintain accurate records and systems. The role offers hands on experience in the public sector while completing their formal apprenticeship qualification with an approved training provider. To succeed, a successful apprentice will demonstrate strong time management skills, a willingness to learn and the ability to build positive relationships. They will need to demonstrate the MCA's values and behaviours of being 'Ambitious', 'Collaborative', 'Inclusive', 'Confident' and 'Innovative', in their day-to-day work and interactions.

**ABOUT THE MCA**

The West of England Mayoral Combined Authority (MCA) exists to make a real difference for the people who live, work and study in the region.

We are investing in the things that matter most, reliable transport that helps people get around, affordable homes in the right places and opportunities to develop the skills needed for the green jobs of the future.

Over the next 10 years, our region is set for major change. There will be new jobs, new homes, and major improvements to the transport network. We are building stronger partnerships, attracting investment, and creating the conditions for people and businesses to thrive.

You will be joining the organisation at a genuinely exciting moment. You will be part of the work that shapes the future of the West of England and see the impact of your contribution in the communities around you. The actions we take now will deliver real, positive change for the people who call this region home, and you will be helping to make this happen.

## KEY RESPONSIBILITIES

### Learning and Development

- Take an active role in the apprenticeship programme, by completing all training, coursework and assessments on time.
- Apply new knowledge and skills to day-to-day work tasks and reflect on learning through regular feedback.
- Maintain an apprenticeship portfolio and participate in regular progress reviews with the training provider and manager.
- Show commitment to continuous professional development by seeking feedback and identifying opportunities to grow.

### Administrative and Operational Support

- Provide general administrative support including organising meetings, preparing documents, updating systems and maintaining accurate records.
- Support teams with data entry, information management and gathering evidence to inform work.
- Assist with drafting reports, presentations and communications materials for internal and external audiences.
- Ensure records are maintained in line with organisational policies and data protection requirements.

### Project and Programme Support

- Contribute to the coordination and delivery of projects and initiatives within your service area.
- Support monitoring and reporting on project activity and outcomes and risks.
- Help maintain project documentation, trackers, schedules and other tools that support effective delivery.
- Carry out research and gather evidence to support decision-making and continuous improvement.

### Collaboration and Stakeholder Support

- Work collaboratively with colleagues across teams and stakeholders.
- Support engagement with local stakeholders, businesses, community groups or residents, where appropriate.
- Build professional relationships with colleagues and demonstrate professional and respectful communication in all interactions.

### Compliance and Organisational Responsibilities

- Work in accordance with organisational policies, including equality, diversity and inclusion, health and safety, and data protection.
- Support the organisation's commitment to public service values and ethical standards in all work.

- Maintain confidentiality and handle sensitive information responsibly.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Commitment to completing the relevant apprenticeship qualification.
- 5 GCSE's x including English and Maths (grade 4/C and above)

#### Skills and Competencies

- Clear and confident communication skills, both written and verbal.
- Basic IT skills Including the use of Microsoft Office or similar
- Ability to organise tasks, manage time effectively and meet deadlines.
- Willingness to learn and develop new skills.
- Enthusiasm for learning with a proactive and positive approach to developing new skills.
- Ability to work well as part of a team and build positive working relationships.
- Reliability, professionalism and a responsible attitude to work.
- A growth mindset, demonstrating curiosity, resilience and a desire to improve.

### DESIRABLE

- Interest in public service, local government, or regional development.
- Experience of working or volunteering in a team environment.