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| **BATH AND NORTH EAST SOMERSET COUNCIL**  **JOB DESCRIPTION** | |
| **SERVICE: Economic Growth** | |
| **POST TITLE: Business & Skills Apprentice** | **POST NO: 30020 0001**  **GRADE: Level 3** |
| **RESPONSIBLE TO: Business & Skills Manager** | |

**1. JOB PURPOSE**

The Business & Skills team is responsible for the delivery of the B&NES Economic Strategy, ensuring the area has a sustainable, inclusive economy for residents and businesses alike. The team delivers a range of products and services to residents and businesses aimed at encouraging businesses to start up and grow, increasing productivity and enabling residents to improve their employability and inclusion in the labour market.

The Service:

* Delivers the Invest in Bath service, engaging with local residents & business to providing a range of business start up and support services, encouraging business and employment growth.
* Delivers the Future Bright career progression service
* Works with local employers to increase employment and skills development opportunities for our residents and businesses.
* Works with Government departments and agencies to establish partnerships and where necessary, secure funding for projects
* Ensures the delivery of suitable business space in the area.

The apprentice will assist the Service in delivering the above tasks. The post will be based in the Business & Skills Team.

This post is an apprenticeship position and as such will be expected to undertake an administration and/or customer service qualification and to submit all course work on time.

**2. PRINCIPAL ACCOUNTABILITIES**

**The Apprentice will be expected to support Business & Skills officers in undertaking the following tasks.**

1. Maintaining and updating the “Invest in Bath” website and business related pages on the Council website.
2. Marketing & promotion of business news, events and support opportunities through the Invest in Bath social media platforms.
3. Assist in the organisation of public and internal events / workshops and where required, manage meeting schedules for members of the Service and book meeting rooms.
4. Maintaining the Service’s Customer Relationship Management System through regular data cleansing and the monitoring of the Key Company Engagement Programme.
5. General day to day administration support for the Business & Skills teams.
6. Receiving Inward Investment and general business enquiries and ensuring they are referred to members of the Service and/or the relevant business support networks. Through follow up, ensure that they have been fulfilled by colleagues and networks in a timely manner.
7. Carry out any other duties commensurate with the grade that may be reasonably required by your manager.

**3. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

* Education to GSCE grade C or above English and Maths.
* Experience of Windows and knowledge of different file types.
* Experience of databases and document management systems
* Able to use social media in a professional environment
* A flexible approach to work.
* Have a customer focused and people centred approach to work.
* Knowledge of the organisation and culture of Local Authorities an advantage.

**4. GENERAL**

1. This job description only contains the principal accountabilities relating to this post, and does not describe in detail all the duties required to carry them out.
2. To ensure his/her personal health, safety and welfare in accordance with legislation and Council policy.

**5. GRADE/SALARY**

\*This is a Level 3 Apprenticeship and the salary is currently (@ 2018 rates) £12,113.85 per annum in the 1st year, rising to £12,418.35 in the 2nd year or £14,281.58 for those 21 - 24 and £17,007.00 for those over 25.