

ASSOCIATE PROJECT MANAGER APPRENTICE

APPLICATION PACK

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BACKGROUND INFORMATION

At Thames Valley Berkshire LEP we believe in collaborative momentum: bringing together business, our unitary authorities, education and the community sector to drive the local economy to new levels of growth. As part of the wider Thames Valley economic area, we serve Berkshire – a sub region second only to Greater London in output, with a GVA of £37.4bn per annum. We're a strategic body led by a board of directors with a leading local business figure in the chair; all are volunteers. Thames Valley Berkshire LEP was endorsed by the government on 28 October 2010 and incorporated on 16 December 2011 as a company limited by guarantee.

The LEP has recently published an ambitious [Recovery and Renewal Plan](#) for Berkshire which sets out the actions, in the near, medium and longer term, that Thames Valley Berkshire LEP will undertake with its wide range of partners including our businesses, Local Authorities, support organisations and anchor institutions, to protect and rebuild our economy.

The plan has 5 core principles:

- Connected Berkshire
- Collaborative Berkshire
- Skilled Berkshire
- Reducing inequality so that everyone can benefit
- Clean growth strategy to support the net zero carbon target

The LEP is in the throes of an exciting journey: it is coming to the end of completing capital projects delivered through three Growth Deals agreed with the government, worth £142 million to Thames Valley Berkshire. These projects were to implement a Strategic Economic Plan. The LEP is starting to look at how it will implement the new Recovery and Renewal Plan, alongside delivering business support and skills based projects on behalf of government.

Our purpose, set out in our Articles of Association, is to: ***bring about sustainable economic growth of the Thames Valley Berkshire sub region through the implementation of a strategic economic plan.***

ROLE SPECIFICATION

Job title:	Associate Project Manager Apprentice
Salary:	£23,000
Hours:	Full time
Accountable to:	Programmes Manager
Location:	100 Longwater Avenue, Green Park, Reading RG2 6GP

Job description

We are looking for a 'can-do' person who is organised, enjoys planning activities and works well with a diverse range of people. As an APM apprentice you will become an important part of our PMO team working on a diverse range of projects where your output can make a real difference. Your typical daily activities will include working with delivery partners to gather information, reconciling and analysing data into useful information, producing reports on delivery, cost and quality and updating the LEP website.

As part of our 13-month APM apprenticeship programme you will gain valuable work experience whilst earning a very competitive salary. You will spend 1 day a week attending virtual classroom-based training provided by Provek Ltd working towards your APM Project Management qualification.

The Associate Project Manager programme blends training workshops, one-to-one tuition from experienced project management professionals, and guided self-learning using the award-winning PM Channel. You will also be supported by a mentor at Thames Valley Berkshire LEP.

Job context

The LEP has three strategic programmes to help grow the economy of Thames Valley Berkshire: Business Environment & Ideas; People & Skills; Infrastructure & Place. The work is funded through a number of different public channels, with funding held by the LEP's Accountable Body, the Royal Borough of Windsor and Maidenhead.

Working alongside the Programmes Manager and LEP programme leads, this role will help to ensure that the funded projects meet the requirements of government and achieve the outputs they set out to do. The Associate Project Manager Apprentice will work closely with third party delivery bodies to monitor progress of each project, in order to gather information for reporting to the LEP Board and government. This role will form a key part of the LEP's Programme Management Office (PMO).

The candidate should be able to handle multiple tasks, manage their time and interact with all stakeholders from government representatives to directors and external partners within local authorities.

Main responsibilities

- Track project spend and liaising with the LEP's Accountable Body to process payments
- Own the PMO purchase order ledger and process of all project invoices.
- Work with internal and external delivery bodies to receive and review progress reports, updating internal documents with new data.
- Prepare first drafts of reports to the LEP Board and government.
- Keeping the project information on the LEP website up to date.
- Supporting the Programmes Manager with procurement.
- General support for the PMO and deputise for the Executive Hub, as necessary.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Experience		
Handling a wide range and volume of reporting systems and data, which is used to create reports.	X	
Previous experience in office administration	X	
Some experience of working with budgets and tracking finances	X	
Some experience of procurement and contract management		X
Understanding and knowledge of LEPs and the current economic policy landscape		X
Skills and Abilities		
Strong numerical and IT skills, particularly MS Excel	X	
Experience of using MS Project or other project management software		X
Ability to interpret and present complex figures	X	
Good organisational skills	X	
Excellent report-writing skills		X
Personal Qualities		
Meticulous attention to detail and accuracy	X	
Highly organised and self-motivated – plans for and meets deadlines	X	
Flexible and adaptable in a fast moving, changing environment	X	
Work effectively under pressure in a busy and demanding work environment	X	

TIMETABLE

Please note that the following is subject to change:

Date	Stage
10am, Monday 10 May 2021	Closing date for applications
Friday 14 May 2021	Initial interview with panel
Friday 21 May 2021	Second interview

HOW TO APPLY

If you wish to apply for this position, please send your CV/Profile and a **one-page summary** of your reasons for wanting to join us, to susan@thamesvalleyberkshire.co.uk by 10am, on Monday 10 May 2021

APPENDIX

Advertisement

Associate Project Manager Apprentice

Salary: £23,000

This is a full time apprenticeship role

This post is dependent on renewable grant funding from government, currently secured until March 2022

Are you an experienced Administrator with knowledge of reporting systems and financial administration?

Do you want to join a small team at the centre of fast-moving economic policy?

Are you a self-starter looking for an opportunity that is out of the ordinary?

If so we want to hear from you...but first have a look at our web site: www.thamesvalleyberkshire.co.uk

We are looking for a 'can-do' person who is organised, enjoys planning activities and works well with a diverse range of people. As part of our 13 month APM apprenticeship programme you will gain valuable work experience whilst earning a very competitive salary.

Thames Valley Berkshire Local Enterprise Partnership (LEP) Ltd is leading the implementation of a [Recovery and Renewal Plan](#) for the Thames Valley Berkshire area. The LEP delivers a number of projects on behalf of government, working with local stakeholders. We need an Associate Project Manager Apprentice to take responsibility for the systems to track, collate and report outputs generated through this work.

Working with the whole team and across the scope of the LEP, we need someone who can learn quickly and take on responsibility within the busy programme management office. Candidates must possess excellent IT skills and be highly organised and methodical. Knowledge of monitoring systems and/or financial administration is highly desirable, as is a detailed understanding of MS Excel and similar programmes.

You will spend 1 day a week attending virtual classroom-based training provided by Provek Ltd working towards your APM Project Management qualification. The Associate Project Manager programme blends training workshops, one-to-one tuition from experienced project management professionals, and guided self-learning using the award-winning PM Channel. You will also be supported by a mentor at Thames Valley Berkshire LEP.

If you wish to apply for this position, please send your CV/Profile and a **one-page summary** of your reasons for wanting to join us, to susan@thamesvalleyberkshire.co.uk by 10am, on Monday 10 May 2021.

Closing date: 10am, Monday 10 May 2021

Interview: Friday 14 May 2021