


APPRENTICESHIP ROLE PROFILE

Vacancy / Apprenticeship Details	(Sections below for managers to complete)
Job Title:	Project Management Apprentice
Level of Apprenticeship: <i>(Please provide indication of level i.e. 2/3/4 etc.)</i>	Project Management Qualification (Level 4)
Description of role / Opportunity / Purpose of role: (This is used as an overview of the role; aim to give a good clear picture of the responsibilities. Use Bullet points and don't overkill the role by going into too much detail)	<p>Working alongside colleagues in the Contract Services Team, within Neighbourhood Services, the post holder will have the opportunity to work and gain experience in the following disciplines:</p> <ul style="list-style-type: none"> • Involvement with waste management, grounds maintenance and parking related service improvements • Gain experience in contract management (including working with procurement and finance) • Opportunity to work with a variety of stakeholders including contractors • Gain experience in working with team on large projects including major contract roll outs • Opportunity to work with our media team to produce various publicity materials to promote waste minimisation, recycling, biodiversity, greener travel initiatives • Gain experience in project planning • Gain experience managing projects from start to finish (i.e. increasing recycling in flats, reducing litter in parks, increasing out of town parking to reduce congestion) • Gain experience of report writing, attending meetings and presenting • Gain experience of working with and creating spreadsheets, working with data to produce reports and identify trends. • Gain experience of budget management
Essential Skills	<ul style="list-style-type: none"> • Genuine interest in environmental/climate improvements • Work well in a team and remotely • Willingness to learn • Commitment to customer care • Numeracy • IT skills • Written and verbal communication skills • Self-motivated and confident
Desirable Skills	<ul style="list-style-type: none"> • Driving license • Ability to work to deadlines and timetables • Organisational Skills

Qualifications required (Enter the min Grades/qualifications you require for this role. Remember these are what you require for the role and NOT what you desire. Be Realistic!! Please enter the words ' or equivalent grades' at the end of the category for e.g. GCSE A-C English and Maths or equivalent grades)	<ul style="list-style-type: none"> • 5 GCSE at Grade C/4 inc Maths and English • 2 A Levels/BTEC
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Employer Details	
Employers name	Warwick District Council
Employer Description Enter a sentence giving a description of the employer. Usually you can copy and paste a little narrative from the employers own website, if they have one For example; An established insurance company, based in the West Midlands, with 25 years' experience in commercial underwriting	<p>The District Council headquarters are in Leamington Spa. It employs more than 500 people in a four storey building near to the River Leam. The District Council deal with issues such as waste management, the collection of council tax, planning/building regulations, council housing and council house repairs.</p> <p>The District was created on 1 April 1974, by a merger of the former Leamington Spa and Warwick municipal boroughs, the Kenilworth urban district and the Warwick Rural District.</p>
Employer website and logo. You can opt to upload a logo which appears in the top right hand corner of the vacancy when viewing in Av.	 http://www.warwickdc.gov.uk