### ROLE PROFILE – Get Oldham Working

### Higher Apprentice – Leadership and Management

**About The Council:**

Oldham is committed to developing a co-operative future; one where citizens, partners and staff work together to improve the borough and create a confident and ambitious place.

A co-operative Council aims to support everybody doing their bit and everybody benefitting. This means we work in a way which helps to empower residents to take greater control of their own lives but also gets the maximum benefit from the resources that are available to the community and public sector. It also means working in ways which are ethical, fair and deliver good social value as well as value-for-money. It also means giving residents the opportunity to work in collaboration with us to design and even help deliver services.

**Purpose of Apprenticeship:**

To assist Oldham Councils Economy and Skills team to deliver the Get Oldham Working programme. A key focus for this role will be to work with the team’s manager to lead and organise various elements for the programme. This job role will also support trainees working in the team who require additional support due to disabilities or learning difficulties.

**What will I be doing?**

Under the guidance and support of your line manager and colleagues, you will be assisting the Economy and Skills team to deliver the Get Oldham Working programme. Your tasks will include:

* Supporting the management and organisation of key projects;
* Lead on arranging team meetings, taking minutes and monitoring actions
* Update and maintain the Get Oldham Working register and mailing list;
* Supporting the organisation with local partner agency, such as Jobcentreplus and The Oldham College;
* Provide dedicated peer support to trainees in the team with disabilities and/or learning difficulties;
* Assist with organising interview dates with employers, candidates and ensuring candidates have all information to attend;
* Creating and maintaining basic project documents as directed (e.g. Excel spread sheets, project plans etc.);
* Assist with the promotion of GOW employment opportunities, through social media and partners;
* Supporting the delivery of events and arranging meetings, including in some cases leading on the project planning and monitoring of an event;
* Supporting project work, including controls, planning, quality and compliance and evaluation activities;
* Provide general administrative duties as and when required for the service.

**What will I gain?**

* Experience of working as part of a busy team
* Developing communications and interpersonal skills
* Experience of leadership and management
* Experience of recruitment and HR practices
* Experience in using a variety of office equipment and IT systems
* Experience of coordinating and facilitating meetings.
* Developed administration and customer service skills.

**Who will I be working with?**

* Colleagues within the Council
* Internal or external stakeholders
* Members of the Public

**Requirements for the Apprenticeship:**

* Be able to demonstrate that you can communicate effectively to build good relationships with colleagues and partners;
* Have the ability to use IT systems, such as outlook, excel and databases.
* Work flexibly to meet the needs of the service including helping with a number of different tasks and potentially at different locations.
* Have knowledge of tools and techniques to organise a heavy workload
* Be reliable and punctual.
* Have a strong eye for detail
* Willingness and ability to work towards a level 4 qualification or higher

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| **Relationship To Other Posts In The Directorate:**  **Responsible to:** Line Manager  **Responsible for :** NONE |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 4/5/16 | J.Phillips | PO Employment and Skills |
| **Reviewed** | 10/8/17 | J.Phillips | PO Employment and Skills |
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