

EMPLOYER ENGAGEMENT & PARTNERSHIPS APPRENTICE EMPLOYER ENGAGEMENT & PARTNERSHIPS & EXTENAL AFFAIRS DIRECTORATE

Term: 18 month - Level 3 - Business Administration Apprentice

Full Time –37.5 hours per week (includes 20% training time)

We offer flexible working and consider alternative patterns of work.

Salary: £27,008 (London Living Wage)

Reporting to: Director of Employer Engagement & Partnerships

Location: This role will be based at our London hub in Victoria. We currently operate a hybrid model of two-days per week in the office and three-days from home. You must also be prepared to travel to the other hubs and other locations as required for the purpose of this role, which may occasionally require overnight stays.

Who we are

Youth Futures Foundation is the national What Works Centre for youth employment, with a specific focus on marginalised young people.

What we do

We find and generate high-quality evidence to better understand England's' youth unemployment and inactivity challenge, and most importantly to learn what solutions work to address this. We do this through bringing together the best evidence already in existence and build on this by conducting original research and testing and evaluating promising interventions to produce much needed new evidence where there are gaps.

We put evidence into action with policy makers, employers and funders who have the means to make direct impactful change for young people. We do this through translating the evidence practically for stakeholders to use and understand, and through partnerships and engagement to influence, inform and support them as decision makers to back evidence-based interventions that work.

Youth Inclusion

Throughout our work, we proudly involve the voices, perspectives and participation of young people experiencing marginalisation, through our Future Voices Group, our young Board members and beyond. We believe that the young people who are most affected by the system have invaluable perspective and experience and therefore must be at the heart of efforts to change it.

We actively ensure that all young people engaged with Youth Futures Foundation meaningfully influence our work and advocate within the employment system while also developing their skills and personal outcomes. Our Future Voices Group programme harnesses these insights to craft impactful narratives that influence the knowledge, practice and behaviour of key actors and audiences within the system such as policymakers and employers. The group also participate in decision-making and projects throughout Youth Futures.



Job Description

This is a new role to work across two busy Directorates (Employer Engagement & External Affairs) with comprehensive day to day team administration and support.

The role of business administrator contributes to the efficiency of an organisation, by working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills. The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. You will be organised and solutions focused, with good administrative ability, excellent prioritisation skills and the ability to build strong relationships using effective communication and interpersonal skills. You will have a proactive approach and expected to show your initiative, managing priorities and own time and problem-solving skills.

You will also have strong digital / IT skills and be confident on all aspects of Microsoft 365 / SharePoint. And will be keen to learn new tools to support the teams work such as Salesforce our CRM tool.

Key Responsibilities

- ❖ Provide high-quality administrative and operational support to the two Directorates. Plan, organise, and coordinate day-to-day team activities and administrative processes, ensuring effective collaboration, timely execution of tasks, and alignment with team and organisational priorities. Such as:
 - Book train travel and accommodation.
 - Book meeting rooms, and refreshments (teas coffees and lunches).
 - Support with administration tasks across the team, for example, producing badges, printing, formatting documents.
 - Logging contract information on the company CRM salesforce and making sure details are up to date. Run reports from Salesforce to support engagement and communications with stakeholders.
 - Raise purchase orders, chase invoices and keep a record of all transactions to support financial management across the teams.
 - Managing documentation, tracking progress, support communication
 - Support grant and contracts drafting and sign off process.
 - Project co-ordination, supporting the team with project deliverables.

Person Specification

	Essential	Desirable
Knowledge, experience and abilities		
Demonstrates reliability and efficiency in managing administrative tasks, ensuring smooth coordination of workflows and consistent alignment with directorates priorities	X	
Takes initiative - ability to identify and act on opportunities without being prompted	X	
Able to prioritise – ability to identify what is urgent and what can wait and communicate this to manage expectations.	X	
Keen to use IT tools – ability to use tech to improve ways of working and likes to learn new things!	X	



	Essential	Desirable
Skills & competencies		
Effective communication - Builds positive working relationships with stakeholders by communicating clearly, managing expectations, and supporting collaborative outcomes	X	
Coordination skills - Efficiently manages multiple activities by organising resources, timelines, and communications to support smooth team operations and task completion.	X	
Organisational skills - Consistently structures and prioritises tasks to maintain accuracy, meet deadlines, and support efficient team operations	X	
Attention to detail: Completes administrative tasks with accuracy and efficiency, adhering to organisational procedures and supporting smooth day-to-day operations.	X	
Project coordination - Proactively contributes to project planning and coordination, ensuring tasks are tracked, deadlines are met, and support is provided throughout the project lifecycle	X	
Team working – likes working in a team to deliver projects and activities.	X	

Mindset

- a genuine personal commitment to Youth Futures mission, vision and values applying these to everyday working.
- Growth mindset to thrive when operating in a growing and evolving organisation.
- a proactive and flexible approach, with solutions focused thinking.
- a positive and can-do attitude, willing to roll sleeves up to get into details where necessary.
- demonstrates inclusive, collaborative, and respectful behaviours with a commitment to equity, diversity, and inclusion.
- a commitment to our employee code of conduct and behaviours
- work collaboratively, contributing and helping to build a strong, positive team culture.
- follow internal policies, processes, and practices.

Things to Know

As part of Youth Futures Foundation's safeguarding policy, all employees are subject to a basic Disclosure and Barring Service (DBS) check, some positions may require an enhanced level disclosure.

The young people we aim to serve – and the challenges they face - are all unique. We are looking to build a team that reflects this diversity. Our commitment to inclusion across race, gender, age, class, religion, identity, and experience forms the cornerstone of our work. We are an equal opportunities employer, Mindful Employer, Disability Confident and welcome applications from all sections of the community.

We are particularly keen to encourage people with lived experience of the challenges facing young people in the labour market and committed to supporting you in your application. Please contact us if you require any additional support.

Internally, we encourage an open, collaborative, and inclusive working environment.

