

## Apprenticeship Description

<b>Date</b>	<b>January 2025</b>
<b>Apprenticeship Title</b>	<b>Associate Project Manager Apprenticeship</b>
<b>Apprenticeship Level</b>	<b>Level 4</b>
<b>Expected Duration</b>	<b>Typically 24 months.</b> <i>(Duration will be confirmed with successful applicant following pre-employment checks)</i>

### Support and benefits

#### What can we offer you!

- Excellent training and development tailored to your needs
- Personalised support from managers, mentors and training providers
- The opportunity to work alongside skilled and experienced staff gaining valuable work experience and transferable skills
- Support with career planning
- Flexible working opportunities
- Opportunity to join the Local Government Pension Scheme
- Various perks and discounts schemes, including money off your phone contract and local gyms

### A description of the service area

Managing Project work for Westmorland and Furness Council. Dealing with various sized projects assisting a range of departments, ensuring delivery within time and budget constraints.

### Your key responsibilities

- Topics covered by this apprenticeship may include:
- Project management principles - including business cases, objectives, delivery, lessons learnt, project plans, reviews, scope and scheduling
- Governance and stakeholder management - including organisational structures and responsibilities and stakeholder perspectives, interests and influence
- Leadership and communications - including vision and values, collaboration, motivation, team management, conflict resolution and negotiating skills
- Financial management - including benefits management, budgets, cost control and performance tracking and management
- Resource and quality management - including resource analysis, allocation and acceptance and quality assurance, improvements and standards
- Risk and issue management - including identifying and prioritising threats and opportunities, mitigating and minimising impacts and optimising benefits
- Contract management and procurement - including nature of contracts, procurement processes and legal and ethical principles

Essential Criteria - Qualifications, skills and behaviours									
We welcome applications from self-motivated individuals who are keen to join our team and develop the desired knowledge, skills and behaviours required of this apprenticeship.									
<b>Qualifications required:</b>	<p>In your application form you must clearly demonstrate you meet the following qualification entry requirements:</p> <p>Minimum of 3 x A Levels (or equivalent Level 3 qualifications) and 5 x GCSE at Grade C / 4 or above (or equivalent) including Maths and English Language</p>								
<b>Desired Skills</b> <i>(Question 1 at the end of the application form)</i>	<p>In your application form you must clearly demonstrate you either have, or are prepared to develop, the following skills. Please provide examples where possible.</p> <table border="0"> <tr> <td>✓ Communication</td><td>✓ Listening and observation</td></tr> <tr> <td>✓ Customer services</td><td>✓ Organisation and planning</td></tr> <tr> <td>✓ IT competency (Microsoft Office)</td><td>✓ Time management</td></tr> </table>	✓ Communication	✓ Listening and observation	✓ Customer services	✓ Organisation and planning	✓ IT competency (Microsoft Office)	✓ Time management		
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<b>Behaviours</b> <i>(Question 2 at the end of the application form)</i>	<p>In your application form you must clearly demonstrate you either have, or are prepared to develop, the following behaviours. Please provide examples where possible.</p> <table border="0"> <tr> <td>✓ Ambitious (self and others)</td><td>✓ Needs led</td></tr> <tr> <td>✓ Collaborative</td><td>✓ Outcome focused</td></tr> <tr> <td>✓ Ecologically Aware</td><td>✓ Responsible</td></tr> <tr> <td>✓ Inclusive</td><td></td></tr> </table>	✓ Ambitious (self and others)	✓ Needs led	✓ Collaborative	✓ Outcome focused	✓ Ecologically Aware	✓ Responsible	✓ Inclusive	
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Training provided									
<p>Westmorland and Furness Council works with a range of high-quality training providers, who deliver qualification and training courses for apprentices employed by the council.</p> <p>These training providers will undertake the initial aptitude assessments, eligibility checks, support with the recruitment process, deliver the qualification training (and ongoing assessments) and work closely with council staff to support apprentices to successfully complete their apprenticeship and move on to further training or employment.</p>									
Disclosure and Barring Service – DBS Checks									
<ul style="list-style-type: none"> <li>This post does not require a DBS check.</li> </ul>									
Potential career pathways upon completion of this apprenticeship									
<p>The skills you learn and the qualifications you gain through this apprenticeship are transferable and will support your future career aspirations. Whilst there is no guarantee a position would become available at the end of your apprenticeship, many of our apprentice's progress onto either a higher-level apprenticeship or employment and embark on an exciting career with Westmorland and Furness council.</p> <p>If you would like to know more about where a career in the Council can take you, please visit <a href="http://www.westmorlandandfurness.gov.uk">www.westmorlandandfurness.gov.uk</a></p> <p>For information on the apprenticeship requirements please visit <a href="https://www.instituteforapprenticeships.org/apprenticeship-standards">https://www.instituteforapprenticeships.org/apprenticeship-standards</a></p> <p>For a greater understanding of the role of an Associate Project Manager in general please visit <a href="https://nationalcareers.service.gov.uk/job-profiles/business-project-manager">https://nationalcareers.service.gov.uk/job-profiles/business-project-manager</a></p> <p>Future typical job titles may include: Assistant Project manager, Junior Project manager, Project support. Future opportunities exist within Westmorland and Furness Council in several management positions. Professional recognition is possible as this apprenticeship aligns with Association for Project Management for Associate Membership.</p>									
Other Factors									
<ul style="list-style-type: none"> <li>You must be able to travel to and from the work location specified each day.</li> <li>A maximum of up to £15.00 per week will be paid to support your home to work travel.</li> <li>Westmorland and Furness Council works in partnership with other organisations throughout the county to maximise the opportunities that are available to its apprentices.</li> </ul>									

