

Apprenticeship Description

Date	06/02/2025
Apprenticeship Title	Associate Project Manager Apprenticeship
Apprenticeship Level	Level 4
Training Provider	TBC
Expected Duration	24 months

Apprenticeship description

As an Associate Project Manager apprentice within Cumberland Council you will receive:

- High quality training and development opportunities
- Personalised support from managers and mentors
- The opportunity to work alongside skilled and experienced staff gaining valuable job specific and transferable skills that will support you in your future career

Key job specific accountabilities

Areas 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
- Service improvement and process mapping – including challenging ways of working and working with services to develop new ways of working
- Contribute to the project objectives and key performance indicators which drive and improve performance and sustainability goals
- Support the continuous improvement and development of the service area.

Essential Criteria - Qualifications, knowledge, experience and expertise

Please note that your application will be assessed against the Qualifications; Skills and Personal Qualities and Behaviours listed below. In your application form you must therefore clearly demonstrate:

1. that you meet all qualification requirements, and
2. that you have or would develop, the skills, personal qualities and behaviours required of the role and provide examples where possible

Qualifications required:

Minimum of 3 x A Levels (or equivalent Level 3 qualifications) and GCSE at Grade C / 4 or above (or equivalent) including Maths and English Language

Desired Skills

We welcome applications from self-motivated individuals who are able to work as part of a team and are willing to learn and develop the following skills:

- Excellent communication skills
- Excellent organisation and planning skills
- Excellent listening and observation skills
- Excellent customer services skills
- Excellent levels of IT competency (Microsoft office software including Word, Excel, PowerPoint and Outlook)
- Excellent time management skills
- Proactive
- Adaptable

Personal Qualities and Behaviours

All employees must adhere to the following behaviours:

- Communicate in a clear and constructive way
- Act with honesty and respect for others
- Demonstrate a positive flexible attitude
- Take responsibility for our actions
- Be committed to working in a team

Training provided

- Level 4 Associate Project Manager Apprenticeship

Cumberland Council works with a range of high quality training providers, who deliver qualification and training courses for apprentices employed by the council.

These training providers will undertake the initial aptitude assessments; 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.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Other Factors

- Applicants must be aged 18 or over at the start date of the apprenticeship.
- You must ensure that you are able to travel to and from the work location specified on a daily basis. A maximum of up to £15.00 per week will be paid to support your travel from home to work.
- Following the successful completion of the apprenticeship programme many of our apprentices have moved on to either a higher level apprenticeship or have secured permanent employment with the council or other employers and have embarked on an exciting career pathway. Whilst there is no guarantee that a position would become available at the end of your apprenticeship, Cumberland Council works in partnership with other organisations throughout the county to maximise the opportunities that are available to apprentices. The skills you learn and the

qualifications gained will be transferable to other roles either within Cumberland Council or with other employers.