

Marketing and Administration Apprentice

Apprenticeship - Business Administration Level 3 with HTP

Salary - Apprentice grade £24,310 per annum

Hours - Full time 37 hours per week

Contract - Fixed term for 21 months

Location - Portsmouth

Solent Growth Partnership is a collaboration between Isle of Wight, Portsmouth City and Southampton City Councils. We work collaboratively to deliver innovative business support and training solutions and help businesses across the Solent to grow, develop and succeed.

Our services include the Growth Hub, Skills Bootcamps and many other business focused initiatives.

Your new role

You will be based at the Civic Offices in Portsmouth, however, there will be some working from home and also regular travel across the Solent area, being able to drive is not a requirement for the role. The role focuses on the marketing of all programmes available under Solent Growth Partnership and providing administrative support to the wider team.

Main duties will include:

- Provide friendly and efficient administrative support for the whole team.
- Handling general queries via email and telephone, ensuring all enquiries are responded to in a timely manner.
- Take a key role in communicating with the wider local business community using various social media platforms - Linked In, Twitter, Hootsuite and Facebook.
- Undertake a key role in administering the CRM system, sending mail merges and maintaining the business records.
- Raising purchase orders, handling payments, ordering supplies and paying invoices.

During the 21 month term you will complete the Level 3 Business Administration qualification.

What you need to succeed

Regardless of your age, previous experience or qualifications (although you must be at least 16 years of age and not in full-time education), we welcome applications from those that show potential, determination and a drive to succeed.

You will have:

- A professional but friendly demeanour when working within the team and a range of external customers and suppliers.
- An interest in working in the small business sector.
- The ability to work well within in a team and use your initiative when working alone.
- Good organisational and administrative skills, including the ability to prioritise your workload and seek support when needed.
- Good computer skills, including the use of social media knowledge of digital marketing.
- Good English and maths skills.
- Good attention to detail and a high level of accuracy.
- The ability to work well under pressure.
- Willingness to work flexibly.

Additional information:

If you have any questions, or would like an informal discussion about the role, please email: jodi.Fair@portsmouthcc.gov.uk

We will look to conduct interviews week commencing 18th August 2025

We reserve the right to close the advert early if we get enough applications so please apply as soon as possible.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.