

## **Skill Bootcamp 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**

Our partnership requires a dedicated and reliable Officer/Apprentice who will be a vital part of ensuring our investments meet the performance standards we expect, services are delivered to a high quality, and corporate teams across the group run in an efficient and effective manner.

The post holder will be responsible for keeping accurate records of project progress, whether concerning legacy funding schemes, the delivery of Skills Bootcamps or investment into new projects and programmes.

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 administration of the Skills Bootcamp Programme specifically and providing administrative support to the wider SGP team.

Main duties will include:

- Create, distribute, and ensure timely submission of regular monitoring information for Skills Bootcamps.
- Drawing data from Skills Bootcamps reports from DFE together with information and evidence submitted by the delivery providers monitoring returns into programme level reports and identifying anomalies to be reported to the wider team.

- Handle enquiries, both written and verbal, from the delivery providers arising from the investigation of data or ahead of submission
- Support the receipt, registration and compliance assessment of data and reports received.
- Support colleagues with meetings and events including co-ordinating practical arrangements, corporate returns, preparation of meeting agendas, documentation, programme reports and minute taking.
- Keeping records of our contacts in line with due diligence and audit requirements, including entering, maintaining, and drawing on records in the CRM system.
- Assist with the promotion of opportunities and wider support to businesses, learners and other potential beneficiaries through the corporate websites and events.
- Any other tasks as required by the team.

**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 skills 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.
- 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](mailto:jodi.Fair@portsmouthcc.gov.uk)

**We will look to conduct interviews week commencing 18<sup>th</sup> 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.