

ROLE TITLE	Business Admin Apprentice (with Environmental focus)
DEPARTMENT	Community Investment
OPERATING ASSOCIATION/ DIRECTORATE	People Directorate
RESPONSIBLE TO	TBC
RESPONSIBLE FOR	N/A

ROLE PURPOSE

Orbit is committed to tackling the climate and ecological emergency. It has a growing programme to embed sustainability; minimising negative environmental impacts and maximising positive impact. The role will support this programme and have the ability to effect real change at a critical period of time for the environment.

This unique role will work and engage with a diverse range of teams across Orbit to help deliver the environmental programme.

Project work: As part of our Apprentice Programme, you will also have the opportunity to work as a cohort on a live business problem, scoping, researching, piloting and evaluating.

Through a combination of work shadowing, project work and mentoring, we will help the successful candidate develop the professional and technical skills for this role.

ACCOUNTABILITIES / RESPONSIBILITIES

- To be a brand ambassador for Orbit’s environmental programme; Orbit Earth, helping to engage with employees and customers through campaigns and communications.
- Develop and maintain good relationships between different internal teams.
- Undertake small research projects to broaden business and/or technical understanding.
- Assist with the delivery of environmental projects and wider strategy.
- Work with the team to keep data up-to-date to help with reporting and improving our impact.
- Identify opportunities for environmental improvements across the business.

The postholder will work towards gaining a Level 3 Business Administration apprenticeship.

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS	
Essential	<ul style="list-style-type: none"> • 5 GCSE at grades (*A-C/9-4) or equivalent including Mathematics (A or above) and English. • Good IT skills including Microsoft Word and Excel. • Good written and verbal communication skills. • Excellent communication and interpersonal skills. • Good problem-solving skills. • Good attention to detail. • Ability to work under pressure. • Good organisational, planning and time management skills. • A passion for the environment. • Ability to travel.
Desirable	<ul style="list-style-type: none"> • GCSE subjects to include Geography. • Knowledge of key environmental issues, particularly for the housing sector. • Relevant volunteering or work experience. • Research skills.

Orbit is an Equal Opportunities Employer and all staff are required to understand and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	