

**PRIVATE AND CONFIDENTIAL**

## **Our Bright Future Apprentice**

Our Bright Future is an ambitious and innovative partnership led by The Wildlife Trusts which brings together the youth and environmental sectors. This £33 million programme, funded by the National Lottery Community Fund, is formed of 31 projects across the UK. Each project is helping young people aged 11-24 gain vital skills and experience and improve their wellbeing. At the same time, they act as catalysts for delivering change for their local environment and community; whilst contributing to a greener economy.

The Wildlife Trusts have a vision of land and seas rich in wildlife and people close to nature. We believe that nature is valuable in its own right and that everyone should have the chance to experience the joy of wildlife. We are part of nature and are wholly dependent upon it.

This is a time of immense change, when the laws protecting our environment and wildlife are at risk and people are suffering more than ever from a lack of access to nature and so environmental leadership is more critical than ever.

The Wildlife Trusts is a grassroots movement of 800,000 members, 43,000 volunteers and 2,800 staff across the UK dedicated to this vision and driven by our beliefs. We are looking for someone who wants to make a difference and develop their skills and experience. You need to be well-organised, yet flexible and able to think on your feet, and a great communicator and team-player. This is a wonderful opportunity to make a difference and to develop your skills and knowledge through working with a tight and dedicated central team.

“We’re wild about inclusion! As an inclusive employer we recognise that our workforce needs to better reflect the communities in which we live and work. We encourage applications from all sections of the community, particularly those currently underrepresented within our sector, including people from minority ethnic backgrounds and people with disabilities. We’re committed to creating a Movement that recognises and truly values individual differences and identities.”

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

An apprenticeship with Our Bright Future will include 20% of your working week dedicated to personal and professional development, through shadowing and supporting other teams across the organisation, research and trialling new skills and techniques, as well as completing work towards the Business Administrator Standard and preparation for End Point Assessment.

## **JOB DESCRIPTION – OUR BRIGHT FUTURE APPRENTICE**

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### **IDENTIFICATION OF JOB**

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<b>JOB TITLE</b>	-	Our Bright Future Apprentice
<b>WORKING BASE</b>	-	Newark
<b>RESPONSIBLE TO</b>	-	Head of Grants
<b>RESPONSIBLE FOR</b>	-	N/A

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### **OVERALL PURPOSE OF JOB**

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**To support the administration and communication of the Our Bright Future programme.**

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### **MAIN RESPONSIBILITIES**

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- To manage and monitor the Our Bright Future social media accounts
  - Update all social media accounts including current and relevant photos, video, or other content from activities or events.
  - Respond to posts and comments to bring value to user's interactions, where appropriate and with support from the Our Bright Future team.
  - Follow appropriate people and groups (celebrity, MP, conservationists and groups etc.) ensuring related information is shared with appropriate links to Our Bright Future social media pages.
- Assist colleagues with publications, branding, materials for events, campaigns, partnerships and media
- To work on and take ownership of communications and campaign related projects
- To assist in implementing the Our Bright Future communications plan
- Administer meetings and events. This may include taking bookings, circulating papers and relevant documents, meeting visitors on arrival and organising refreshments
- Keep database and internal records up to date
- Undertake administration tasks related to the management of Our Bright Future as required
- Make a substantial contribution to the wider work of RSWT and undertake duties at any level as required.

## PERSON SPECIFICATION

### Key competencies

#### Essential

- Organised and flexible
- Attention to detail

#### Desirable

- Innovation and creativity
- Managing customer relationships
- Ability to work independently

### Experience

#### Essential

- Communicating with a variety of audiences
- Use of Microsoft office

#### Desirable

- Writing content for social media channels
- Experience of delivering projects

### Knowledge and Skills

#### Essential

- A passion for wildlife and the environment
- A passion for youth voice and youth representation
- Command of written English including grammar, punctuation and spelling
- Organisational skills together with the ability to prioritise and meet deadlines
- Knowledge and understanding of social media
- Excellent customer care
- Enthusiasm, self-motivation and initiative
- Team working skills
- Good interpersonal skills including tact and diplomacy

#### Desirable

- A passion for or some experience in marketing and publicity work e.g. writing press releases, magazine articles, working with media
- Proficiency in the use of IT applications including website Content Management systems
- Information management