



Age UK Barnsley Job Description/Employee Specification

Title:	Business Support Apprenticeship, Barnsley Older People Physical Activity Alliance (BOPPPAA)
Hours:	30 hours per week
Base:	Age UK Barnsley, 36a Queens Road, Barnsley, S71 1AR
Salary:	£16,211 (pro rata)
Responsible to:	Project Manager, Barnsley Older People Physical Activity Alliance (BOPPPAA)

Job Purpose

You will work as an Apprentice Business Support Officer. You will be required to complete a 21-month training programme that will cover all aspects of the role and will be delivered through attendance at college or other distance learning methods delivered by a training provider. You will complete a Business Support Officer Apprenticeship and you will gain Business Administration Level 3 qualification. College attendance and successful completion of these studies is an essential requirement of this Apprenticeship and will be monitored and reviewed as part of the Apprentice role.

Funded by Barnsley Council and led by Age UK Barnsley, the Barnsley Older People Physical Activity Alliance is an alliance of NHS, public, private and third sector (non-profit) organisations offering physical activity opportunities for over 50s in Barnsley. The Alliance aims to increase provision of physical activity programmes that will improve strength and balance of older people (50+) across Barnsley.

Working as an Apprentice Business Support Officer in as part of Age UK Barnsley's Barnsley Older People Physical Activity Alliance (BOPPPAA) project, your role will be varied and busy.

Duties and Responsibilities

- Reception duties and being first point of contact for our service users and alliance partners.
- Dealing with confidential and sensitive information appropriately.
- Providing effective, flexible and responsive administrative support to the BOPPPAA project.
- Producing documents and email communications formatted to service standards and within deadlines.
- General administrative duties including filing, photocopying, scanning, dealing with post, etc.

- Attending health and wellbeing events and groups to provide information about the BOPPAA.

Employee Specification

Education/qualifications

Criteria	Essential / Desirable
Educated to GCSE level (to include GCSE passes at grade 4 / 5 or above in English and Maths)	Essential
Willingness to undertake training and continuing development.	Essential

Experience and knowledge

Criteria	Essential / Desirable
Experience in organising own work to achieve individual goals.	Essential
Experience of working hard to contribute to team goals.	Essential

Skills and attributes

Criteria	Essential / Desirable
IT skills to support working with packages such as Word, Excel and Outlook.	Essential
Excellent communication skills.	Essential
Excellent literacy & numeracy skills to be able to produce documents/email communications/reports and to analyse numerical data.	Essential
Have a flexible and adaptable approach to working in a team.	Essential
Have the ability to pay close attention to detail.	Essential