

ROLE DESCRIPTION

Job Title	Be More Apprentice
Salary Band	SCP 10 -12
Reporting to	Principal Officer – Be More
Directorate	Investment and Delivery
Service Area and sub area	Devolved Programmes > Skills Programmes
Team	Be More
Political Restriction	None
Contract Length	This is an 18-month apprenticeship.

1. Primary Purpose of the Post
<p>This apprenticeship is an exciting opportunity to support the Liverpool City Region Combined Authority's LCR Be More programme, a leading career resource for the region. The role will involve contributing to the development and delivery of the Be More Portal, ensuring its content aligns with the region's future skills needs, supports the Mayor's Digital Badge manifesto pledge, and connects individuals to local employment opportunities. The apprentice will develop skills in project support, data management, and stakeholder engagement, while assisting with programme administration, communications, and reporting.</p> <p>The apprentice will be required to undertake the <i>Level 3 Business Administration apprenticeship: Knowledge Brief</i> level 3 apprenticeship standard through the duration of the role.</p>
2. Your responsibilities
<ul style="list-style-type: none"> • Work collaboratively as part of the Be More team to support delivery of the platform and related interventions. • Attend all required apprenticeship training sessions and complete associated assessments. • Assist with the planning, promotion, and delivery of engagement activities for employers, training providers, and residents. • Monitor and respond to enquiries to the Be More team, ensuring timely and professional communication. • Support the monitoring of programme outputs and outcomes, identifying risks and successes. • Provide administrative support including preparing briefings, maintaining documentation, and supporting governance structures. • Help maintain and update the Be More Portal, ensuring accurate and engaging content. • Support communications, including website updates, newsletters, and partner liaison. • Contribute to programme evaluation and reporting.



- Adhere to all Combined Authority governance, policies, and procedures.

3. General Corporate Responsibilities

- Support the delivery of the Combined Authority's Corporate Plan and strategic priorities.
- Promote understanding of and adherence to the Combined Authority's core values.
- Contribute to improving service quality and efficiency.
- Ensure all work complies with statutory requirements, Standing Orders, and Financial Regulations.
- Undertake work in line with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title: Be More Apprentice

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Minimum Level 2 qualification (5 good GCSEs or equivalent)	E	A
A good level of literacy	E	A
ICT Skills	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Knowledge or interest in employment and skills development.	E	A,I
Make decisions based on sound reasoning and able to deal with challenges in a professional way, while seeking advice of more experienced team members when appropriate.	E	A,I
Understanding of working with performance or monitoring data.	D	A,I
Experience of providing administrative support.	D	A,I

Skills and abilities	E = Essential D = Desirable	Identified By
Good interpersonal skills.	E	A,I
Strong communication skills.	E	A,I
Ability to work with different colleagues from different backgrounds and organisations.	E	A,I
Ability of work as part of a team.	E	A,I
Ability to structure and write reports.	D	A,I
Ability to manage a varied workload.	D	A,I
Attention to detail.	D	A,I

Personal Attributes	E = Essential D = Desirable	Identified By
Proactive and enthusiastic: demonstrates a positive “can do” attitude and willingness to learn.	E	A,I
Collaborative: works well as part of a team and with colleagues from different backgrounds and organisations.	E	A,I
Reliable and adaptable: able to manage a varied workload and adjust to changing priorities.	E	A,I
Professional and resilient: able to handle challenges appropriately, seeking guidance where necessary.	E	A,I



Committed and values-driven: aligned with the vision, aims, and values of the Liverpool City Region Combined Authority, including a strong commitment to equality and diversity.	E	A,I
Flexible approach to working hours and willingness to work flexibly as and when required.	E	A,I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.	D	A,I
Commitment to and understanding of equal opportunities.	D	A,I

Key to Assessment Methods:

A - Application
I – Interview