

Job Description

Apprentice Administration Officer

About Us

The National Energy Foundation is an independent charity based in Milton Keynes, which has been at the forefront of improving the use of energy in buildings since 1988. Our primary objective is improving the use of energy in buildings through research, development and the delivery of projects. We aim to inspire and support people, organisations and government to understand, manage and reduce the use of energy in buildings.

The Foundation is organised into two main project delivery teams plus an Administration and Operations team providing business administration, IT, communications, finance, human resources and quality management across the organisation.

Job Overview

The Apprentice role will be based within the Administration & Operations team, contributing to the corporate administrative activities as well as providing administrative support to project delivery teams and to specific projects.

The role will be varied and diverse, providing experience in a wide range of administrative areas. As well as interacting with all Foundation staff (currently approximately 20), you will also come into contact with our high profile Trustees and Advisory Council members, industry leaders and researchers and partners on international projects, as well as young adults pursuing their Duke of Edinburgh's Award and members of the public wanting to make their homes warmer and more comfortable. On occasion, this may involve attendance at events outside of normal working hours, in evenings and at weekends, at locations across south & east England.

Prior knowledge of energy in buildings is not essential as on the job training will be provided, but enthusiasm for energy, the environment and shaping a better world would be a distinct advantage!

What you need to bring

- An enthusiastic approach and the ability to work as part of a team, as well as on your own
- The ability to communicate clearly and effectively by telephone, face to face and in writing
- Organisational skills which enable you to efficiently manage different demands on your time
- A reasonable understanding of Microsoft Office tools including Word, Outlook and Excel

You will learn how to

- Provide essential administrative support across NEF:
 - Logging project details on to our internal opportunities and invoicing systems
 - Printing, copying, franking etc.
 - Maintaining electronic and paper records
 - Arranging/supporting events and meetings
 - Taking minutes of meetings
 - Updating and undertaking actions to maintain our quality management systems and ISO 9001 certification

- Support delivery teams in core and project activity:
 - Handling and processing project materials e.g. winter warmth packs
 - Receiving and processing grant claims from members of the public
 - Maintaining project documentation and circulating reports and meeting papers

- Deputising for other staff members to cover holidays and sickness
 - Welcoming visitors and receiving deliveries
 - Distributing post
 - Answering the switchboard

Employment basis

- This is a full time apprenticeship based in NEF's Milton Keynes office
- Contracted hours are 37.5hrs a week
- Salary will be commensurate with age and apprenticeship level
- A permanent position is likely to be available at the end of the apprenticeship for the right candidate

Reporting to

Deputy Chief Executive