

Vacancy information

Role:	Stakeholder & Community Engagement Apprentice
Number of vacancies:	1
Full Employer / Company Name:	Nuclear Waste Services
Email Address:	LLWR.TrainingDepartment@llwrsite.com
Employer Address:	Pelham House Pelham Drive Calder Bridge Cumbria
	Post code: CA20 1DB
Employer website:	About us - Nuclear Waste Services - GOV.UK (www.gov.uk)
Number of employees:	900
About the employer:	As of the 31 January 2022, Nuclear Waste Services has been set up to combine all of the NDA Waste activities, giving greater flexibility and driving improvements and synergies across the NDA Group. This brings together LLW Repository Limited, Radioactive Waste Management Limited and the NDA Integrated Waste Management Programme (each with their own IT teams, infrastructure, and systems).
Apprenticeship/Qualification title:	Level 3 in Business Administration
Standard or Framework:	ST0070
Apprenticeship Level:	3
Location of the vacancy: <i>(Please state if the vacancy is at the main employer address or at a different location)</i>	Pelham House, Calderbridge, Cumbria - with some remote working
Please confirm – that 50% of the learners work time will be in England	Yes
Brief overview of the apprenticeship vacancy:	The Stakeholder & Community Engagement apprentice will be with the Siting and Community team based in West Cumbria.

	<p>Working alongside experienced professionals, the apprentice will expect to be involved with a variety of activities such as the following, the list is not limited;</p> <ul style="list-style-type: none"> • Supporting the development of positive local relationships within communities that engage with NWS, so that the organisation becomes an integral part of those communities. • Be part of the team that provides the link between local communities and NWS to ensure effective communication and strong relationships between key community stakeholders • Supporting the delivery of key actions to enable NWS to engage with communities including meetings, visits, communication and engagement activities • Help with the procurement of and liaison with relevant suppliers supporting the stakeholder & community engagement processes • Contribute to the development and delivery of communication and stakeholder engagement plans • Support the regular activities of the Stakeholder & Community Engagement team, including activity and budgetary reporting, team meetings etc. • Preparation of marketing materials, community communications and publications <p>As the team deals with an array of different events, engagement tasks and stakeholders, the Stakeholder & Community Engagement Apprentice will receive a broad scope of experience that will help fulfil their apprenticeship requirements and more.</p>
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Skills & Personal Qualities required:	<ul style="list-style-type: none"> • Good organisational skills • Excellent communication skills, both verbal and written • Confident to engage with others • Experience with Office365, including Word, Excel, PowerPoint etc • Proactive and Self Motivated • Good time management • Willingness to learn
Minimum criteria (e.g., GCSE grades):	Typically, candidates will have achieved grade C or above in at least five GCSE's including English, Maths and a Science subject.
Future prospects: <i>(Please provide any details of future prospects such as progression onto further qualifications or promotion within work)</i>	<p>On successful completion of the apprenticeship, it could lead to potential job opportunities within NWS.</p> <p>There could also be further opportunity for additional training.</p>
Working Week: <i>(For example; Monday – Friday, 9am – 5pm)</i>	Monday – Friday 08.10 – 16.20
Paid hours per week: <i>(For example; 37.5 hours per week)</i>	37hrs
Interview date(s):	February/March 2024
Proposed Start Date:	September 2024