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**Job Description:**

**Apprenticeship Scheme with YHF**

**Responsible to:** Dan Burke, CEO, Young Harrow Foundation

**Line managed by:** Partnerships Manager

**Salary:** £6.15 per hour

**Hours:** 30 Hours per week

**Base:** Harrow, Rayners Lane

The role of the YHF Apprentice is to support Young Harrow Foundation and encourage our members, children and young people’s organisations in Harrow, to achieve their goals and objectives. This role will focus specifically on developing communications and offers of provision and support on our website and working with our Partnerships Manager around the Change Champions work.

**Main areas of responsibilities will include:**

**YHF Website Content**

* Developing Members offers for Children and Young People towards the YHF target of 260 offers and opportunities being updated and available at time of search.
* Research and collate Training Offers on the website towards the YHF target of 60.
* Develop School offers on the YHF website towards the YHF target of 100.
* Develop a variety of ways in which to communicate Members services directly to Children and Young People in Harrow (Social Media, Video etc.)

**YHF Change Champions**

* Work with the Partnerships Manager to develop more opportunities where Young People can be involved in decision making or influencing change.

**Person Specification:**

**Skills:**

**Essential**

* High level of written and verbal communication and interpersonal skills
* High Level of confidence using online systems
* Attention to detail
* Effective time management skills
* Ability to make reasoned decisions
* Ability to relate to and work with professionals in a variety of contexts

**Desirable**

* Video producing experience
* A good understanding of the voluntary sector
* IT literate - strong knowledge of Microsoft Excel, Word and Outlook is required
* An understanding of provision for children and young people
* Experience of children/youth charities

**Apprenticeships**

Apprenticeships combine practical training in a job with study.

As an apprentice you will;

* work alongside experienced staff
* gain job-specific skills
* earn a wage
* get time for study related to your role (usually one day a week)

 YHF is keen to ensure we connect the apprenticeship role to the right scheme, training and study offer and will wait until we successfully recruit the right candidate to ensure you are an integral part of identifying your personal study programme.