

Job Profile

Job Title: Social Impact Apprentice

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| REPORTING TO: | Social Impact Business Partner |
| NO. REPORTS | None |
| DIVISION | Building South |
| LOCATION | London |
| CONTRACT TYPE | Permanent |
| BENEFITS | Pension, Subsidised Private Medical Cover, Life Assurance Scheme, Car Allowance |

Job Summary

At GRAHAM we are looking for an enthusiastic Social Impact Apprentice to join our Building Division to complement our existing Social Value team.

The main purpose of the role is to support the GRAHAM Social Impact Business Partner (SIBP) in the delivery of project specific social value outcomes in the community across multiple projects including, but not limited to, employment & skills, engagement with schools and colleges and supporting local charities / community groups.

Given the nature of the role, the successful candidate will be required to travel regularly between relevant projects and must also be flexible to occasionally attend events outside normal hours.

Job Description

General

- To assist the SIBP in the delivery of project based social impact commitments across multiple projects ensuring effective delivery
- Integrate with the project team(s) to add value to each project
- Work collaboratively with our clients and key local stakeholders to ensure that our community activities and strategies are developed/delivered to meet their target expectations
- Contribute to the development and implementation of best practice in conjunction with other team members and through engagement with external support organisations
- Participate wherever necessary, with internal and external specialism forums, supporting collaborative partnerships and steering groups
- Highlight activities to be showcased and shared as case studies and good news stories for internal and external promotion
- Work towards the Level 4 Corporate Responsibility & Sustainability Practitioner apprenticeship

Employment, Skills, Wider Social Value Targets & KPI's

- Support recruitment of new entrants and local people to meet project commitments and agreed targets
- First point of contact for with local schools, colleges and/or employability organisations aligned to project needs in relation to above
- Attend and support curriculum support/themed or careers activities with schools and colleges
- Coordinate engagement with and research of local external training and relevant funding provision for project supply chain/workforce upskilling
- Coordinate engagement with local charities and groups in relation to exploring social benefits which deliver lasting impact e.g. volunteering and benefit in kind works
- Co-ordinate engagement with supply chain to ensure appropriate contribution towards project targets and activities
- Assist with the production of reports for project teams, management, and clients
- Assist with recording and monitoring overall statistics/ added value for group systems such as Impact Reporting

Other Duties & Responsibilities

- Create/Suggest/Share relevant best practice ideas to assist Project Management teams for their community focused activities within CCS (Considerate Constructors Scheme) themes
- Assist the SIBP with the promotion of any site-specific health and wellbeing activities/campaigns
- Promote Fairness Inclusion & Respect practices on projects
- Support the work winning process with local research exercises, including identifying relevant key local stakeholders for social value responses in relation to PQQs & tenders
- Liaise with other internal departments including but not limited to; Marketing & Communications, Emerging Talent and Learning and Development, SHE, IT, HR to meet business needs as required

This job description is intended to give the post holder an appreciation of the role envisaged for the Social Impact Apprentice and the range of duties to be undertaken.

It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

Personal Specification

Technical Competencies

Essential

- Level 3 BTEC triple grade/3 A-Levels or equivalent
- Desire and willingness to create positive impact through project social value outcomes in the communities where we operate
- Ability to communicate confidently across a wide range of stakeholders and end users both verbally and written
- Ability to record, monitor and analyse data
- Ability to prioritise and manage multiple workloads
- Be self-motivated and driven
- Work well within a team and develop strong lasting relationships with third parties/clients
- Have a clean, current driving licence

Desirable

- An understanding of the social value agenda
- Experience of collaborating with key stakeholders such as education & training providers and community groups to create positive outcomes and partnerships
- Have experience and knowledge of the construction industry
- Have knowledge of the Considerate Constructors Scheme

Behavioural Competencies

Essential

Effective Communication skills: Able to adapt communication to audience and create detailed written documents and reports. Able to maintain and manage communication links with a variety of stakeholders.

Problem Solving: Looks objectively at every side of an idea or situation to ensure that all outcomes are thoroughly assessed before deciding on an appropriate course of action. Can use analytical skills to make decisions, with a strict attention to detail.

Customer Focus: Takes time to question and understand the real, underlying needs of the customer, beyond those initially expressed. Always works closely with customers, developing an independent view of their needs and acting in their long term interest

Influencing: Identifies and builds relationships with those who will be useful now and in the future in achieving strategic business objectives.

Initiative: Is able to work alone to get results in an effective way. Understands and seeks to minimise waste in resources and processes. Adopts and encourages others to adopt new ways of working. Ability to work unsupervised.

Team Player: Always willing to be involved in other activities to achieve company objectives. Works collaboratively and uses influence to gain resolution of issues. Demonstrates honesty, loyalty and commitment.

Planning and Prioritising: Plans and prioritises around departmental/team objectives and delegates accordingly. Able to spot opportunities and problems in the medium and long term and develop new approaches.

Adaptability: Able to manage change and remain flexible to individual situations. Changes the overall plan, goal or project to fit the situation.

Results orientation: Able to focus on setting personal and team objectives. Can evaluate progress and drive resources to attain objectives.

Our commitment

GRAHAM aims to be an employer of choice for people from different backgrounds and to promote respect for the individual and equality of opportunity. We believe that everyone should be treated solely on the basis of personal merit and contribution throughout their GRAHAM career journey. The diversity of our people, their skills and abilities, is the strength that helps us achieve our best.

We will only consider applications from individuals who are eligible to live and work in the UK as per Home Office regulations. Please check your eligibility with the regulations before applying, as we will sponsor a work permit on your behalf. Individuals with a current time restricted right to work in the UK should contact the Human Resources team in the first instance.

Please apply by emailing your CV and a cover letter to Ibbie Omideyi at ibbie.omideyi@graham.co.uk or upload a comprehensive and targeted CV with your relevant experiences via www.graham.co.uk/careers. All applicants must also complete an online monitoring form.