

APPRENTICESHIP PLACEMENT DESCRIPTION

18-Dec-18

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| TYPE OF APPRENTICESHIP | Business Administration (Level 2) |
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| BUSINESS UNIT: | PLACE |
| SERVICE AREA: | Culture & Housing |
| DEPARTMENT: | Trans Pennine Trail |
| LOCATION: | Westgate |

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| WORKPLACE SUPERVISOR |
| Mandy Loach, Trans Pennine Trail Officer Westgate, 772005 |

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| DEPUTY WORKPLACE SUPERVISOR |
| Hannah Beaumont, Trans Pennine Trail Development Officer, Westgate 772574 |

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| BARNSELY COUNCIL COORDINATOR |
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| MINIMUM DURATION |
| 60 WEEKS |

The Trans Pennine Trail (TPT) is a route for walkers, cyclists and (in parts) horse riders linking the North Sea and the Irish Sea, from Hornsea to Southport. The route crosses the Pennines and along canal towpaths, disused railway lines and through visiting some wonderful villages along the route. The Trail from coast-to-coast between Southport and Hornsea is 215 miles (346 km) long. With the north-south route connecting Leeds and Chesterfield, a spur to York and a spur to Kirkburton there are approximately 370 miles (595 km) of route to explore.

The role of the Trans Pennine Trail national office is to support this partnership of 27 Local Authorities across the north of England.

Details of Training and Development Activities:

The duties of this position will provide opportunities to gain an in-depth understanding of business administration and how to deal with multi-agency partnerships in a Local Authority context.

Deal with incoming /outgoing mail, emails and telephone enquiries with customers to provide detailed information about the Trail.

Processing orders for sales of merchandise and correct recording of payments and transactions via database and Barnsley Council finance systems.

A good level of IT work including: inputting into spreadsheets including conversion into graphs, database entering and report exporting, producing documents and newsletters, booking meeting rooms and taking minutes.

Monitoring and updating the TPT National website and social media pages; including posting events, route updates, editing mapping and responding to queries from members of public.

Assisting with national events, shows and site visits to represent the Trans Pennine Trail partnership as / when required - this could require working outside core hours.

Any other duties as requested by the TPT team, which will assist the trainee within the Apprenticeship framework.

Level of Training:

Business Administration Level 2 Apprenticeship

OTHER PLACEMENT INFORMATION:

Working hours - 37 hours per week

Placement will be with the TPT but there will be scope to experience other sections within the Council should the need arise

A flexi scheme is in operation

A full Barnsley Council induction will be undertaken

FOR FURTHER INFORMATION CONTACT:

Trans Pennine Trail



National Trans Pennine Trail Office, hosted by Barnsley Council

Culture & Housing, PO Box 597, S70 9EW

Tel: 01226 772574

E-mail: info@transpenninetrail.org.uk

Facebook: <https://www.facebook.com/TransPennineTrailNationalOffice/>

Twitter: https://twitter.com/TPT_National