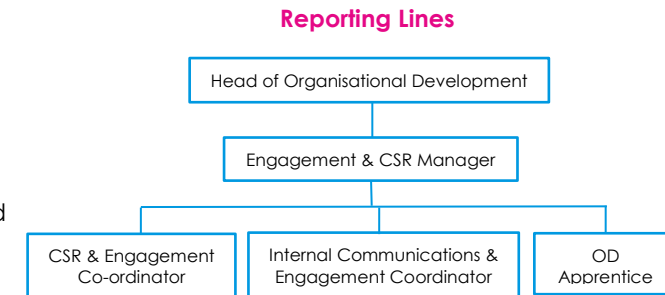


Role Profile - OD Apprentice

Purpose: Provide support to the OD department in all areas of engagement, internal communications, CSR and L&D activities

The postholder will:

- Have responsibility for the administration of all Engagement, CSR and Internal Communications activities
- Demonstrate a real commitment to the objectives of the OD team and appreciation of the role of engagement in an organisation
- Support the organisation and development of internal communications, engagement and fundraising activities and volunteering opportunities
- Support Benenden Health's CSR sponsorship and partnership programmes
- Provide administrative support of L&D tasks
- Deliver an excellent colleague engagement experience to all levels of the organisation



Key Result Areas

Undertake a variety of tasks to support the OD team

Successful working with both internal and external stakeholders

Liaising with colleagues at all levels at Benenden Health to encourage engagement with all fundraising, volunteering and engagement initiatives and activities

Desire to learn and develop

Seek opportunities to maximise colleague engagement

Supporting the management and planning of events

Identification of opportunities to raise profile of team

Respond flexibly to the changing needs of the department and business.

Measurement

Colleagues are up to date and informed with all engagement activities

Comply with Corporate Social Responsibility, portraying Benenden Health as an ethical, responsible business with a proactive approach

Add value to the role and engage in all activities, being passionate about our Benenden Health brand

Be an ambassador of Benenden Health, role modelling our behaviours and values to support our organisation's purpose

Embrace the values of the organisation, promoting them at every opportunity

Skills and Experience

Ability to communicate effectively with all levels of the organisation

Ability to put forward relevant and compelling ideas and suggestions

Adaptable, self-motivated with high energy for high impact outcomes

Effective working to own initiative

Fluent in English, with excellent written and verbal communication

Strong IT skills including a good command of Microsoft Office

Ability to multi-task

Strong planning and organisation skills

Effective prioritisation of workload with excellent time management

Capability to work under pressure to competing deadlines

Enthusiastic and positive approach to work

Values

Be Caring

We know what we do matters
We're proud and enjoy what we do
We promote a culture of care, respect, compassion and wellbeing
We protect the mutual ethos

Be Connected

We collaborate and share across teams, departments and the business
We listen to understand each other and our members' needs
We support one another by having open and honest conversations
We recognise that we're stronger together

Be Brave

We embrace change
We challenge and ask 'why' as well as 'why not'
We always want to learn
We are not afraid of trying new concepts and ideas

Be Smart

We approach problems with a solution mind-set
We actively seek to improve and be better and we learn from our mistakes
We spend members money wisely
We're invested in the future of our business