Job Description

Job title	Project Management Apprentice	**Date** June 2025
Reports to (title)		
Contract/Department	BAE	**Revision** xxx
Location	Barrow in Furness	

Job purpose

Describe the overall purpose of the job in two or three sentences.

Work alongside experienced professionals to support the successful delivery of projects and service contracts.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

Duties/Responsibilities:

- Support the Project Manager and Operations Team in delivering projects and service contracts.
- Learn to manage projects and service contracts from initiation to completion, ensuring accuracy, quality, and budget control.
- Work on multiple projects often simultaneously, gaining exposure to real-world challenges and solutions.
- Gradually take on more responsibility, eventually leading projects as your skills and confidence grow.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

Person Specification:

- Articulate, numerate and preferably IT literate.
- Achieved GCSE or equivalent in English (grade C / 5) AND Maths (grade C / 5)
- Good Verbal and communication skills.
- Basic understanding of Microsoft Packages.
- Be resilient under pressure and be able to converse confidently with staff, suppliers and customers at all levels.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	

Job Description

Date	

FOR HR USE ONLY:					
Job Grade		*EMCOR Competency Level*		*Training Profile UTC*	