

<b>Job title</b>	Project Management Apprentice	<b>Date</b> 9 <sup>th</sup> January 2026
<b>Reports to (title)</b>	Head of Projects	
<b>Contract/Department</b>		<b>Revision 001</b>
<b>Location</b>	UK Wide	

## Job purpose

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

The Project Management Apprentice will work alongside experienced Project Managers and project teams to support the planning, coordination and delivery of projects across the business.

The role is designed to develop the apprentice's skills, knowledge and behaviors in line with the Level 4 Associate Project Manager apprenticeship standard, enabling them to contribute effectively to projects delivered on time, within scope and budget, while operating safely within live and regulated environments.

## 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.

The apprentice will support the full project lifecycle, gaining structured exposure to governance, planning, delivery and performance management, while progressively increasing responsibility as competence develops.

Key duties include:

Supporting the project team in the initiation, planning, delivery and close-out of projects, ensuring information is accurate, up to date and aligned with approved governance.

Reviewing and contributing to business cases, project briefs and scope documents, helping to ensure projects remain viable, aligned to objectives and deliverable.

Assisting with stakeholder engagement, including preparing communications, attending meetings and supporting the coordination of internal and external parties.

Developing, updating and maintaining sections of project documentation, such as scope statements, schedules, risk registers and action trackers.

Preparing simple programmes, schedules, diagrams or milestone plans to illustrate project stages and progress.

Supporting resource planning by helping to identify the people, skills and inputs required to deliver project activities.

Using established quality management and governance systems to ensure project delivery meets legislative, safety and client requirements.

Assisting in the identification and management of risks and opportunities, supporting mitigation actions and escalation where required.

Contributing to the preparation of project reports and documentation required for approvals and governance reviews.

Monitoring and reporting on budget forecasts, expenditure and variance, under the guidance of the Project Manager.

Collating, analysing and reporting data relating to project performance, trends and change control.

Supporting post-project reviews and the capture of lessons learned to drive continuous improvement.

Contributing to project objectives and performance measures, including those linked to sustainability and efficiency.

Over time, the apprentice will take on increasing responsibility and may be given ownership of defined project activities or small workstreams under supervision.

## Resource responsibilities

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

No direct line management responsibility.

No direct budgetary control; however, the role includes responsibility for maintaining accurate project information, reports and records that inform commercial and delivery decisions.

Responsible for the correct use of project management systems, templates and tools as directed.

May coordinate inputs from engineers, suppliers or support teams for specific project tasks under supervision.

## Person specification

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

**Knowledge, skills and experience**

An interest in project management, construction, engineering, FM or the built environment.

Ability to communicate clearly and professionally, both verbally and in writing.

Numerate, organised and comfortable working with data, reports and basic financial information.

Able to use Microsoft Office applications (Word, Excel, Outlook) and willing to learn project management systems.

Resilient, adaptable and able to work effectively in a fast-paced environment with competing priorities.

Confident engaging with colleagues, suppliers and stakeholders at different levels.

**Qualifications**

GCSE (or equivalent) in English and Maths at grade C / 4 / 5 or above (essential).

Willingness and commitment to complete the Level 4 Associate Project Manager apprenticeship, including End-Point Assessment requirements.

**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.

The role may involve travel across UK and Northern Ireland to support project delivery.

May include occasional early starts, late finishes or site-based work, depending on project requirements.

Must comply with all health, safety, security and site access requirements.

Ability to attain DBS and/or additional security clearance where required.

<b>Line Manager</b>	
<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

# Job Description

<b>Job Holder</b>	
<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	