



Associate Project Manager (Apprenticeship)

Candidate Briefing Pack





Dear Candidate

Thank you for your interest in becoming an Associate Project Manager at The Children's Trust.

The Children's Trust is the UK's leading charity for children with brain injury. We are unique, with an international reputation for the work we undertake to improve the lives of the children and families with whom we work.

We provide information and support to thousands of children with brain injury and their families annually, through education, care, therapy, and research. We provide expertise and experience in meeting the needs of children and young people with acquired brain injury, neuro-disabilities, and complex health needs.

As an Associate Project Manager, you will report to the Project Manager. Your role will be key in enabling The Children's Trust to meet our business goals by contributing to the successful delivery of a number of capital and operational projects and other small works, ensuring the scope and benefits are achieved as planned. Throughout your apprenticeship you will be provided with the opportunities and skills to take on the responsibility of managing projects from scoping through to practical completion. You will learn to monitor projects, tracking everything from budget to quality through the project lifecycle. You'll learn what it takes to respond appropriately to challenges, opportunities and how to adapt to change.

This is a chance for an outstanding candidate to make a significant and lasting difference to the lives of thousands of children and families.

Kind regards

A handwritten signature in black ink, appearing to read 'Kevin Taylor', written over a white background.

Kevin Taylor
Head of Estates and Health & Safety



The Charity

The Children's Trust is the UK's leading charity for children with brain injury and neurodisability.

The charity provides rehabilitation, medical care, special education, community services and expert information.

Our key services are:

- Rehabilitation for children with Acquired Brain Injury (ABI)
- A non-maintained special school, with associated residential houses for children with complex education, health, therapy, and care needs
- Online information and support via our Bumps Happen hub and publications.

Our residential services based at our national specialist centre in Tadworth, Surrey, work in partnership with the NHS and local authorities to provide a step-down pathway of care between hospital and home. The centre is entirely child and family focused to ensure that their needs are appropriately supported.

In the community, we provide clinical support to complement local services and give children and young people with ABI the best chance of succeeding at home and in school.

We are the only paediatric centre with a national specialised commissioning contract (through NHS England) to provide brain injury rehabilitation for children with severe brain injury. Our other services are funded through local health commissioners (such as clinical commissioning groups), social care and

education authorities, together with the millions raised through voluntary fundraising.

Thanks to the generosity of The Children's Trust's supporters, our 24-acre Tadworth site features a modern hydrotherapy pool, accommodation for parents, specially adapted equipment, a nature trail, and soft play areas.

We run a non-maintained special school for children with complex education, health, therapy, and care needs with associated residential houses. The Children's Trust School supports children and young people from 2 - 19 years old and is dual-registered with the Care Quality Commission (the school residential houses) and Ofsted Education.

The Children's Trust is a charitable organisation with approximately 500 committed staff and over 1,000 volunteers with a range of expertise across nursing and care, education, therapy, retail, operations, and centralised support functions such as finance, HR, fundraising and communications.





Description

Job Title	Associate Project Manager – Apprenticeship
Reports to	Project Manager
Direct reports	None
Level	Apprentice - Level 4 (Duration 18 months)
Location	Tadworth, Surrey
Salary	£26,500 per annum
Hours of Work	37.5hrs per week The role requires flexibility in terms of hours of work, including the ability to work early mornings, early evening and very occasionally weekends depending on works being undertaken.
Working Pattern	Monday to Friday - Support Staff core hours are between 08:30 – 16:30
Hybrid Working	Available for this role, 80 – 20 split with 80% being office based on site. This is a non-contractual informal arrangement; the role holder must be flexible and may be asked to change days to come into the office. Anything outside of this is considered flexible working e.g. fixed day working from home.
DBS	Enhanced with Children’s Barred List

Job Purpose

The role of the Associate Project Manager is to contribute to the successful delivery of a number of projects and small works, ensuring the scope and benefits are achieved as planned. This will be achieved primarily by identifying, resourcing, scheduling and monitoring the activities that need to happen in a certain sequence and timeframe. Project objectives and milestones will be monitored, and plans adjusted in accordance with evolving circumstances.



Duties and Responsibilities

Project Management

- Collaborate with the Project Manager to precisely define project scope and objectives, eliciting technical requirements to formulate detailed specifications, cost assessments, and delivery schedules, while maintaining close coordination with stakeholders to ensure alignment on goals and key milestones.
- Contribute to the development and presentation of key project documents for stakeholder approval and governance.
- Assist the Project Manager in overseeing capital and operational projects and other minor works throughout the organisation, taking ownership of the successful delivery of assigned projects and tasks throughout the project lifecycle, raising any issues / risks and reporting on a regular basis.
- Work within agreed budget and available resource, reporting on forecast, spend and raising any variations to the Project Manager.
- Build and maintain good relationships with all project stakeholders using a variety of communication methods.
- Track and assess project performance and outcomes using relevant tools and methodologies to collate and analyse data to report on project performance.
- Identify and monitor project risks and issues; and plan and implement responses to them.
- Assist in planning and coordinating the resources – human, financial and material – required for effective project delivery, working with the Senior Engineer to advise on resources from in-house Maintenance Team for up-coming projects.
- Apply quality management systems and tools to ensure project outcomes meet all legislative, regulatory and local standards.
- Participate in post project evaluation to document lessons learned, contributing to continuous improvement initiatives.

Compliance

- Assist the Project Manager with collation of all Estates compliance certificates and service report onto the compliance register.
- Provide input, as required, to monthly compliance reports.
- Provide updates on required remedial works, as necessary.

Transport

- Provide ad-hoc support in managing transport requests.
- Assist the Transport Operative in maintaining The Children's Trust vehicle fleet; this may involve assisting with the transportation of the vehicles to and from garages for MOTs, servicing and / or repairs.
- Assist the Transport Operative in completion of children and young people (CYP) travel risk assessments in collaboration with the CYPs therapy team.



Other

- Attend, contribute and note take for Estates compliance groups and other meetings
- Support in the completion of weekly & monthly H&S checks and ad-hoc Estates based audits.
- Produce and / or provide input for risk assessments related to duties.
- Assist with office moves across the organisation in collaboration with the IT department.

Professionalism

- Takes action and raises concerns.
- Adhere to the policies and procedures of The Children's Trust.
- Maintain professional boundaries and professionalism at all times.
- Committed to demonstrating the organisations values and behaviours at all times.

Health and Safety

- Adheres to all Health and Safety guidelines, principles, and regulations to perform your role and comply with The Children's Trust policies and procedures.
- Provide evidence of all vaccinations (or medical exemption) required for the post.
- Adhere to manual handling procedures and complete mandatory manual handling training.
- Promotes the health and safety of others.
- Uses the incident reporting and risk assessment system (IRAR), to identify and report risks and incidents/actions if directed.
- Responsible for identifying and mitigating risk within the work environment.

Wellbeing and Emotional Resilience

- Maintains a positive approach and outlook when dealing with change and overcoming challenges and problems.
- Recognises own limitations, develops realistic goals, and uses support network resource when or if necessary.
- Treats challenges and problems as a learning experience.
- Remains organised and focused when under pressure.
- Responds appropriately and effectively to all constructive feedback.
- Motivates self and other.



Organisation and Structure





Person Specification

Selection Criteria:		Essential / Desirable
Education & Qualifications	<ul style="list-style-type: none"> GCSEs (or equivalent) in English & Maths (grade 9 – 4 (A* - C)) GCSEs (or equivalent) in non-specific subjects (grade 9 – 4 (A* - C)) A Level (or equivalent) - Non-specific subjects (grade A* - C) Health & Safety related qualification (NEBOSH / IOSH) Not have a higher qualification in the same subject area as the apprenticeship 	Essential Essential Desirable Desirable Desirable
Experience	<ul style="list-style-type: none"> Previous experience working within a clinical environment Previous project management experience in managing end-to-end estates and facilities projects 	Desirable Desirable
Skills & Knowledge	<ul style="list-style-type: none"> Strong working knowledge of Microsoft programmes – Outlook, Excel, Word, PowerPoint etc. Working knowledge of Microsoft Projects An ability to manage own workload to deliver high quality work to deadline An ability to be dynamic in your working practices and to work in a fast-paced environment Precise and effective communication & presentation skills, both verbal and written Strong interpersonal and diplomacy skills with high integrity. Trustworthy with strong personal values An ability to work well as a team and independently Ability to approach tasks logically, methodically and proactively. 	Essential Desirable Essential Essential Essential Essential Essential Essential
Personal Qualities	<ul style="list-style-type: none"> Commitment to the vision and values of The Children's Trust. Flexible and 'can do' attitude to competing commitments in workload. Highly motivated and reliable. Ability to cope working in a demanding environment. 	All Essential



Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and young people. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce.

The Children's Trust has policies on safer recruitment, the recruitment of ex-offenders and criminal record checks. Please refer to the People Team for further information. It is an offence to apply for a role in regulated activity with children and young people if the applicant is barred from engaging in regulated activity relevant to children and vulnerable adults.

Equity, Diversity & Inclusion

The Children's Trust is committed to achieving equity, diversity, and inclusion (EDI) across all levels of the organisation. For further information, see: <https://www.thechildrenstrust.org.uk/about/statement-equity-diversity-Inclusion>

To help us achieve our ambition to give children and young people with brain injury and neurodisability the opportunity to live the best life possible, we want to accurately reflect the UK's diverse population. We want equity, diversity, and inclusion to be at the heart of everything we do, and our people, services, and culture to reflect the diverse needs of all. Through our diversity and inclusion strategy, we have made a commitment to increase the diversity of our charity and create an inclusive culture. We have networks across the organisation working to ensure that these aims are met -

including an LGBTQIA2S+ group, Ethnic Diversity Group, and Spark – our broad EDI group. [Read more about our EDI work](#)

We welcome applications from all who share our ambition regardless of background. We will strive to ensure that any reasonable adjustments are made in respect of interview and working arrangements.

Our Promises

Our Promises capture our strengths and aspirations. They guide the way we act, interact, and come together to achieve our goals. The journey we took to reach our Promises has been an important one. A highly collaborative and iterative process that has seen each word shaped by our people – our volunteers, employees, partners, trustees, and suppliers. Perhaps most importantly, at the core of this process are our children, young people, and their families. This journey has given us a critical opportunity to give children and young people a voice. As a result, our Promises have been genuinely enriched by them. That's because how we work and carry out our role is as important as what we do, and that's why as part of The Children's Trust, we all need to live by our five Promises.

