

People and Culture Apprenticeship

Job Description and Person Specification

Reporting to: Strategy Lead and EA to CEO

Location of work: Home based with the expectation to attend the office at least 2/3 days per week dependent on organisational activities, this expectation will be reviewed after the first quarter. Travel expenses will be paid. There may be other ad hoc additional days for team days and organisational away days.

As this is an apprentice role you will have a designated 1 day a week to undertake apprenticeship related activity or focused study, this will be agreed with your line manager and flexibility will be available for how this is managed.

Contract type: Apprentice - fixed term for duration of apprenticeship.

Contract Length: 24 months. There is potential for a permanent contract at the end of 24 months dependent on organisational growth, financial circumstances and business need.

Salary: Starting Salary £20,400 (2024/2025) increasing to £22,950 (2025/2026) after the first year on successful progress in the apprenticeship and in meeting expectations in the role.

BACKGROUND

Magic Breakfast is a registered charity providing healthy breakfasts to children and young people in the UK who arrive at school too hungry to learn, and expert support to their schools. Over 200,000 children and young people are on roll at Primary, Secondary, ASL / Special Educational Needs Schools and Pupil Referral Units that the charity works with, in disadvantaged areas of Scotland and England. Providing breakfast ensures that children start their school day with the energy and nutrition they need to be able to make the most of their morning lessons. Magic Breakfast also undertakes research, and campaigns for long-term solutions to end hunger as a barrier to learning.

JOB PURPOSE

Magic Breakfast is at a key stage of development and growth where we are establishing the right resources and infrastructure to help us move forward in feeding children and young people. As a result, we are able to trailblaze an apprentice who has limited experience in the world of work to help us deliver our People and Culture service.

The People and Culture team are key to enabling the people centric magic of the employee experience at Magic Breakfast through implementing the People Strategy. This means ensuring our staff can bring their best whole selves to work, happily thriving and performing in an inclusive people centric culture so they can make the greatest difference to the lives of children and young people.

The People and Culture Apprentice will have a varied, critical remit; supporting central administration and the executive office as well as the People and Culture team to deliver an outstanding day to day HR service. The role will support with all areas of the life cycle including, recruitment, induction, onboarding, and administrative support.

KEY RESPONSIBILITIES

HR support

- Support with recruitment administration, including scheduling interviews and responding to candidate questions.
- Support the onboarding, induction and exit of employees in line with Magic Breakfast's processes and policies.
- Support People and culture to maintain accurate and efficient administrative systems ensuring it is compliant with data protection laws.
- Enrol new users into our learning management system and assign users relevant training. Support People and Culture with internal communications including but not limited to:
 - Drafting and distributing of staff e-newsletters
 - Coordination of all staff meetings
 - Management of the intranet
 - Live calendar meetings
- Be the first point of contact for general queries via email or phone, delegating or managing responses as appropriate in a timely manner and providing excellent customer service to external and internal enquiries.

Supporting managers with queries around organisational processes and policies and current law.

Organisational support

- Assist in preparation of reports and papers for relevant meetings.
- Attend meetings, publish agendas, take and distribute minutes and follow-up on actions where necessary.
- Organize and schedule appointments and support in the diary management of the CEO and organisational calendar.
- Liaise with the Strategy Lead & EA to CEO, and with the CEO as required to handle requests and queries from senior managers and trustees.
- Be part of the Admin Network and book travel and accommodation for the People and Culture team, the CEO and trustees.

Office support

- Support with the management of the office including stationery, equipment, passes and lockers.
- Booking meetings rooms and event spaces.
- Work with Corporate Partnerships Team to manage the Fora and other corporate donor relationships.
- Act as the point of contact for internal and external visitors when in the office.
- Order home working equipment for staff and manage equipment requests.
- Arrange couriers for return of equipment and for other related deliveries.

General

- Contribute to team meetings, sharing best practice and supporting team members where necessary.
- Help to maintain a positive working environment; keeping the vision of Magic Breakfast at the heart of everything we do.
- Uphold a culture that encourages curiosity, continuous improvement, optimism, and a steadfast commitment to social impact.
- Work collaboratively across the organisation more widely to build good working relations across the organisation and provide ad-hoc support to other teams and members of staff.
- Adhere to all Magic Breakfast policies and procedures.
- Ensure that all activity is compliant with current legislation, GDPR, Health and Safety and safeguarding requirements.
- Undertake any other duties commensurate with the role.

PERSON SPECIFICATION

Knowledge and Experience

- Experience using e-mail, Microsoft Suite programmes, conducting on-line research, and using virtual meeting platforms (such as TEAMS, Zoom etc).
- Experience of managing multiple deadlines and conflicting priorities.

Skills and Abilities

- Proactiveness and motivation to learn and improve, being eager to take on new challenges.
- Ability to work alongside and collaborating with colleagues at various levels.
- Attention to details and ability to follow instructions carefully Ability to communicate clearly (conveying information, understanding instructions, and collaborating effectively).
- Ability to demonstrate punctuality, reliability, and a genuine interest in learning and performing effectively.
- Ability to treat information with discretion and confidentiality.
- Ability to organise time effectively and problem solve.

Other

- Passion and commitment to Magic Breakfast's aim of alleviating morning hunger as a barrier to learning for children and young people in the UK.
- Share Magic Breakfast's commitment to Diversity, Equality and Inclusion within the workplace.
- Participate in occasional work-related events at external venues and perform support related activities as required.
- Interest in Human Resources.
- Willingness to balance priorities of on the job training and role objectives.
- Willingness to support with the planning of future apprenticeship roles.

Be willing to undertake occasional work outside of regular office hours and UK travel.