

Role Title	Administration Apprentice
Apprenticeship	Level 3 Business and Administration
Duration	18 months
Location	Based at the MyBnk offices: 5-15 Cromer Street, London, WC1H 8LS
Reporting to	Education Logistics Manager and Finance & HR Officer
Weekly wage	£300.-

Background

MyBnk are an award-winning UK education charity working to bring money and enterprise to life for young people.

Managing money well opens up new opportunities. For a young person leaving care, knowing how to budget for a weekly shop can help them live independently for the first time in their lives. For an aspiring young entrepreneur it might mean at last having the skills to get their business off the ground.

Whatever their background, whatever their ambition MyBnk helps put young people in control of their money and their dreams within reach. We call it investing in their future!

Duties and responsibilities

MyBnk has excellent networks and relationships with other third sector organisations. This could be a stepping stone into a career in the charitable sector, and will enable you to develop skills valuable in all sectors. As an Administration Apprentice at MyBnk you will be:

Finance and HR

- You will have wide ranging responsibilities within the Finance and HR function at MyBnk and will work closely with the MyBnk Finance and HR Officer in the Operations team.

Logistics

- Printing, laminating and preparing materials for Education training packs, processing material request orders from our staff and packing them ready for delivery
- Data inputting of our monitoring and evaluation onto our database system
- Researching and negotiating good prices for resources, young people incentives and ensuring supplies are ordered when required.
- Being an active member of our Youth Advisory Panel

The successful applicant will be trained on the job to fulfil these duties

Person Specification

You must:

- Have a minimum of grades A-C GCSEs in Maths and English (or equivalent)
- Have good written and oral communication skills
- Highly organised and keen attention to detail
- Have the ability to prioritise, multi-task and work to deadlines
- Good IT skills are desirable, competent in use of Microsoft Office including word and excel
- Passion for youth education and development
- Be passionate about MyBnk's aims and objectives and be committed to working within a small and growing team that goes the extra mile.
- Have a fluent command of English

About MyBnk

The charity MyBnk is the UK's leading designer and deliverer of financial and enterprise education programmes for young people.

Our experts bring a range of workshops covering topics such as budgeting, tax, debt intervention, university finance and social enterprise to 7-25 year olds in schools and youth organisations.

We have helped over 175,000 young people manage their money and start their own business with 800 partner organisations. MyBnk also designs projects and training programmes for other organisations. We are recent winners of The Guardian Charity Award, Children & Young People Now Leaving Care Award and the Centre for Social Justice's Poverty Prevention Award. Our projects are proven and evaluated by the national Money Advice Service.

MyBnk Values in Tweets

#YouthAtTheHeart of @MyBnk, why do we do it? – It's all about the young people #obvs.

#Impact @MyBnk, always delivering the best possible outcomes for young people #quality.

#LaughAsYouLearn @MyBnk bringing money & enterprise to life for young people, staying fresh, focused and fun.

#Driven @MyBnk, being relentless in the pursuit of our mission #pacesetting.

#StraightUp @MyBnk, telling it how it really is – helping young people make informed decisions.

Application Process

Please apply [here](#).

Any questions?

If you have any questions about this role please contact Manfred Meyer on 020 3581 9920 or 078 5554 4692 or email manfred@mybnk.org