

# APPRENTICESHIPS

## IN BUSINESS ADMIN AND DIGITAL MARKETING AT THE NUCLEAR INSTITUTE

### WHAT IS IT LIKE TO WORK FOR A MEMBERSHIP ORGANISATION?

Membership organisations exist to make sure that people who say they are 'experts' are able to prove they know what they are talking about and to make sure they work in a professional, safe way. There are membership organisations for doctors, nurses, lawyers, accountants, engineers, scientists and many more.

Our organisation is about the nuclear industry and our members are mostly engineers and scientists that build nuclear power stations and help to store the waste safely and securely. It is our job to help people in the nuclear industry to do their job better.

When they become our members we give them a regular magazine, some interesting events on important topics, various groups they can belong to based on their location, age, interests etc and social events where they can meet other people in their industry.

We help support their career from university to retirement by providing them with learning, experience and qualifications. They help us by writing articles, volunteering at schools, colleges and events like Big Bang Fair and organising their own events. Some of them help with running our committees and networks.

We have a small staff of people to help us organise all this and we are now looking for two apprentices to help us. One will be learning everything about membership and how to help our members get the most of their membership and be the best they can in the nuclear industry. The other will be learning how to use digital tools like websites, email newsletters, Zoom webinars and design tools like Canva.

### WHAT SORT OF PEOPLE ARE WE LOOKING FOR TO BECOME OUR APPRENTICES?

- You will need to be inquisitive and eager to learn new skills.
- You will have very good skills of written English.
- You will enjoy solving problems and looking for the best ways of doing things.
- You will be someone who likes working with others to get the best answers for our members.



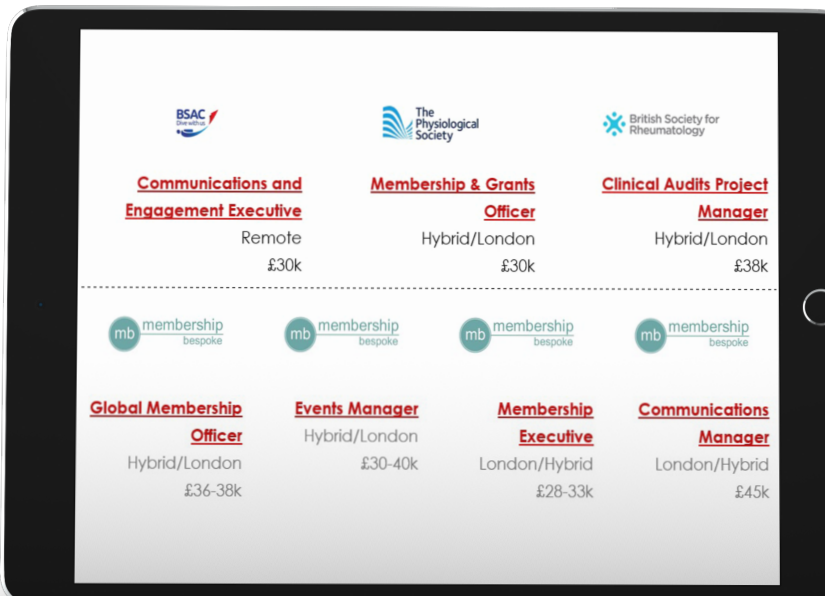
## WHAT WILL A TYPICAL DAY LOOK LIKE?








- You will spend a fair bit of time answering emails and phone calls. We will train you on the answers but sometimes you will use your own initiative and knowledge.
- You may have 2 or 3 big tasks to complete and you will have to juggle your time to get the right things done first. Sometimes you will be interrupted by more urgent things and then need to reorganise yourself.
- You may have meetings with one or more of your colleagues. Sometimes there will be meetings of our committees to attend and, when fully trained, you may be asked to take part or take notes.
- We sometimes have events or exhibitions to attend around the country and again, when fully trained, you may be able to be part of the support team for these.
- A lot of your time will be taken up with learning how to use basic tools like our website and our database (depending on which role you are in).

## WHAT ARE THE CAREER PROSPECTS LIKE?

Membership is a wide and varied field and there are many thousands of membership organisations in the UK of varying sizes covering all industries and professions. Almost all of them will have membership and marketing people and your career options will be very wide for the future.

For example, here are some real jobs advertised in June 2022. This is what you could be earning doing various roles in membership organisations once you are fully trained and have some experience (job board courtesy of Memberwise).



 <b>Communications and Engagement Executive</b> Remote £30k	 <b>Membership &amp; Grants Officer</b> Hybrid/London £30k	 <b>Clinical Audits Project Manager</b> Hybrid/London £38k	
 <b>Global Membership Officer</b> Hybrid/London £36-38k	 <b>Events Manager</b> Hybrid/London £30-40k	 <b>Membership Executive</b> London/Hybrid £28-33k	 <b>Communications Manager</b> London/Hybrid £45k

## WHAT WILL I EARN AS AN APPRENTICE?

The NI is offering £15,750 per annum to its apprentices. Our hours are 9-5 and you will receive one day off a week to pursue the training course that runs alongside the apprenticeship.

The NI doesn't currently have an office of its own so you will work from home and your equipment (laptop) will be provided to you. We will support you with anything else you need like a desk, chair etc. We will arrange for you to meet with at least one member of staff once a week for face to face training. The remainder will take place on Teams/Zoom as required.

## WHAT HAPPENS AFTER THE APPRENTICESHIP IS COMPLETE?

You should finish the apprenticeship in 18 months and, if successful, receive a level 3 qualification. At that point we hope to be able to offer a full-time permanent position. However if this is not possible you should be successful in securing a similar role elsewhere from around £20,000 per annum.

If you would like to know more please email [hr@nuclearinst.com](mailto:hr@nuclearinst.com) and tell us more about yourself