



## **Sustainability and Social Value Admin Apprentice (Level 3) Job Description**

**Job Title:** Sustainability and Social Value Admin Apprentice (Level 3)

**Company:** MCS

**Location:** BS37, Yate

### **About Us:**

MCS is a dynamic and forward-thinking building services contractor committed to making a positive impact on both our projects and the communities in which we operate. We believe in delivering more than just building services – we strive to create lasting social value and contribute to the well-being of the communities we serve. As we continue to grow, we are seeking a passionate and dedicated Sustainability and Social Value Admin Apprentice to join our team.

### **Position Overview:**

As a Sustainability and Social Value Admin Apprentice, you will play a crucial role in supporting the implementation and monitoring of our social value and sustainability initiatives. This is a hybrid role where you will work from our office in Yate as well as interacting with the local community (work from home arrangements will be considered). You will work closely with project teams, community stakeholders, and internal departments to ensure that our projects not only meet high construction standards but also deliver tangible benefits to the local community.

### **Course:**

Level 3 Business Administration at South Gloucester and Stroud College

### **Key Responsibilities:**

1. Supporting the Head of Sustainability and Social Value with a wide variety of tasks including but not limited to administrative support, organising and attending local events, support with the early careers/apprenticeship provision and social media marketing.
2. Coordinate educational and training programs for local communities, ensuring they benefit from the construction projects in terms of skills development and employment opportunities.
3. Help to identify and build partnerships with local charities, educational establishments and other relevant organisations to enhance the effectiveness of our social value initiatives.
4. Help preparing reports on the progress and impact of our social value and sustainability initiatives. Communicate results internally and externally, showcasing the positive contributions to both project locations and local communities.
5. Identify networking opportunities and play an active role in attending events on behalf of MCS.

**What we are looking for:**

- Someone who is passionate about leaving a lasting legacy in the community.
- Team player
- Excellent communication and relationship-building skills.
- Ability to work collaboratively with diverse stakeholders.

**Benefits:**

- Salary: £15,000
- Health and wellness support
- Professional development opportunities
- Positive and inclusive work environment

If you are passionate about making a difference and want to contribute to socially responsible construction practices, we invite you to apply for the Sustainability and Social Value Admin Apprenticeship position at MCS. Join us in building a better future for both our projects and the communities we serve.

**How to Apply:**

Please submit use the following link to apply via the South Gloucester and Stroud College apprenticeship portal: [Sustainability and Social Value Admin Apprentice - Find an apprenticeship \(findapprenticeship.service.gov.uk\)](https://findapprenticeship.service.gov.uk)

Application deadline is 29<sup>th</sup> March. Only shortlisted candidates will be contacted for interviews.

MCS is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.