



NHP

Living connected and fulfilling lives

Background

The National House Project (NHP) is a Charitable Incorporated Organisation (CIO 1179743) registered with the Charity Commission in 2018 and with the Office of the Scottish Charity Regulator in 2023.

NHP provides the knowledge, resources and support to establish and maintain Local House Projects (LHPs) and believes that joining a LHP should be an option for all young people leaving care.

NHP takes a ground-breaking approach through its commitment to young people leaving care to take ownership and to live connected and fulfilling lives. The work began by asking young people 'what makes a house a home' and was co-designed with young people from the start. With a psychologically informed practice framework the approach is relational through which young people in and leaving care work together with staff to create their first home and build a long-term community of support.

To maximise the ownership of young people and ensure that their collective voice is heard, amplified and acted on we established Care Leavers National Movement (CLNM). It has representation from all LHPs at a regional level with these meetings feeding into the more strategic function of CLNM.

The first Local House Project in Stoke-on-Trent was led by Mark Warr and Sue Hammersley who continue to lead on the on-going national project development. The Stoke-on-Trent project was set up in 2015 followed by the implementation of a further five Local House Projects in 2017. With an ambition to expand nationally, NHP was then set up as a charitable body, with the aim of rolling out the programme across England and Scotland. We now support 22 local authorities and have a plan to scale by five new projects per year.

The work of the NHP has been independently evaluated by [York University](#), [Cambridge University](#), [Scottish Throughcare and Aftercare Forum](#), [Warwick Business School](#) and Peer Evaluated by young people in CLNM in [2021](#) and [2023](#).

APPRENTICE JOB DESCRIPTION

Job Title:	Business Administrator Apprentice
Organisation:	The National House Project (NHP)
Responsible to:	Executive Support Manager
Hours/contract:	37.5 hours per week, full time (the role may require evening and weekend work when necessary)
Length of Contract:	1 year 6 months
Salary:	£18,000 pa
Location:	Crewe – with hybrid working (Ground Floor, South Wing 1, The Quadrangle, Crewe Hall, Crewe, CW1 6UZ)

NHP is looking for their newest recruit to support with the essential administrative running of their busy Crewe team.

The NHP team in Crewe want to support and recruit an apprentice business administrator who understands the experience of growing up in care because it has been a part of their own life journey and childhood at some stage.

This vacancy is reserved for people who have experience of being in care (anyone who, at any stage in their life, for any length of time has been in care, or, is currently in care, or, is from a looked-after background, including adoption)

You will be based at the NHP office in Crewe. However, you may have opportunities to travel to Local House Projects and attend meetings across the country.

The role will also have an important function within the Care Leavers National Movement (CLNM) taking a lead in one of the regions (North, Midlands or South).

The successful candidate will have a range of day to day duties, including;

- Learning and promoting the Charity's vision and mission.
- General admin incl. emails, filing, printing, scanning, ordering stationary
- Assist and support staff with various admin tasks.
- Manage, maintain and review IT systems and assist with minor technical support.
- Assist with the management of social media, marketing and campaigns.
- Input data and update records.
- Assist with a range for research activities.
- Schedule appointments and events, support and participate in meetings and training events.

- Communicate and interact with contacts either on the phone, digital platforms or in person.
- Build and maintain positive relationships with customers and colleagues.
- Do any additional typing that may be required, including notes of meetings.
- Practice planning and supporting with deadlines.
- To maintain confidentiality and discretion at all times.
- Undertaking training when necessary.
- Work on allocated projects.

The candidate will follow a Level 3 Apprenticeship programme and study towards a full Standard as a Business Administrator. This training will be structured and delivered by Cheshire College – South & West.

If you do not already hold GCSEs at grade A-D / 8-4 in English and Maths you will complete Functional Skills in the related subjects to attain Level 2 Functional Skills.

NHP will provide in-house training to support the chosen candidate to broaden their knowledge of the organisation and its specific needs.

Full time position not guaranteed. You'll have met a great professional network of new friends and colleagues, who will be contacts going forward. We will support you with CV prep, interviews techniques and job applications.

Skills and personal qualities required:

<p>Skills required</p>	<ul style="list-style-type: none"> • Communication skills • IT skills • Attention to detail • Organisation skills • Customer care skills • Problem solving skills • Presentation skills • Administrative skills • Number skills • Analytical skills • Logical • Team working • Creative • Initiative • Understands confidentiality
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Non judgemental • Patience • Reliable and hard working • Empathetic • Friendly and helpful

GCSE English and Maths at Grade C/Level 4 is desirable