

**POSITION:** Business Administration Apprentice  
**LOCATION:** Sunderland office  
**TYPE:** Apprenticeship

### THE ORGANISATION

RTC is an independent and highly successful organisation. Whilst originally founded in North East England, RTC now works with businesses across the Northern Powerhouse to innovate, compete and grow, thus helping to create more and better jobs for the regions in which we operate.

The company has been a regional focus for innovation, competitiveness and growth since being founded in 1989 and today has offices in Sunderland, Leeds and Daresbury (North West).

RTC currently delivers government and European funded business support programmes including Enterprise Europe Network, Innovate2Succeed, Designing Better Business, Scaleup North East and Pathways to Innovation. RTC also supports the skills agenda and offers accredited and non-accredited training and is working with schools to promote Science Technology Engineering and Maths.

In April 2016, RTC moved to new larger premises in Sunderland, which is also home to co-located industry clusters, the North East Process Industry Cluster (NEPIC), the North East Automotive Alliance (NEAA), Design Network North and Service Network. The vision is for the new premises to be a regional hub for innovation, business support and professional services and we are now able to offer high quality training facilities and conference space.

### THE POST

The post-holder's primary responsibility is to provide a full administration service to the Training Team, providing support to other team members, organising meetings and events contributing to the team key deliverables and target outputs.

- To act as the prime administrator for the Training Team, providing essential support and back up to members of the team.
- To provide key event information for input on for website and external newsletters.
- To play a major part in the administration of training programmes. This will involve supporting other team members with printing and collation of learning materials, managing learner registrations for programmes and all associated documentation, room bookings and catering requirements.
- To help manage data entry and data integrity, in particular, registration of learners with the relevant Awarding Organisations and training records and the CRM system.
- Work with Marketing to plan and organise events in the region, always looking to maximise attendance, and ensuring event quality and costs are carefully monitored.
- Monitoring enquiries regarding training and sending information or referring to the relevant team member.



## THE PERSON

The candidate can expect a varied role and should be interested in training, sales and marketing and events management.

You must be an excellent communicator, have attention to detail and be willing to support the wider team to ensure work is delivered on time.

An integral part of the training team, and providing support to the sales and marketing team, the successful candidate will feel comfortable dealing with training delegates and awarding organisations, as well as representing RTC at events and exhibitions, and be happy to travel across the north east and, when required, to our offices in Leeds and Daresbury.

## THE PACKAGE

RTC is a dynamic independent technology transfer and training company. Its' ambition is to expand its offer and excellent reputation for delivering high quality projects across the North of England. Joining RTC at this exciting time affords an unparalleled opportunity to make a difference and be part of the economic growth of the North.

The post benefits from flexi time and a generous holiday entitlement.

## HOW TO APPLY

If you feel you have the necessary skills and experience to undertake this role, please forward your c.v. and letter of application, confirming current salary and benefits package to:

[personnel@rtcnorth.co.uk](mailto:personnel@rtcnorth.co.uk)

If you require further information about this role, please contact **Mica.MaInnes@rtcnorth.co.uk**

**Closing Date:** 12 noon on 14<sup>th</sup> March, 2018

