

Business Writing: Develop Your Business Writing Skills and Career with North Star Consultancy whilst Completing the Level 3 Bid and Proposal Co-ordinator Apprenticeship

In 2021, North Star was delighted to be awarded 'Employer of the Year' at the Apprenticeship Connect Awards (a UK-based apprentice training provider). Our previous apprentice, who is now our international Business Administrator, has just been nominated for the Apprenticeship Connect Employer's Choice Award 2022. These awards are testament to our investment in and commitment to developing young talent in the rail industry. We now have a great opportunity for an individual who has the desired skills and personal qualities set out below to join our professional yet friendly and flexible company and develop into a world-renowned transport consultant.

During your apprenticeship, your main responsibility will be contributing to the writing of bids and other necessary business documentation for a varied international customer base in the rail transport industry (including bids to operate networks and supply new trains).

Apprenticeship Summary

- **Annual Wage**
£20,256
- **Working Week**
Monday to Friday
40 hours per week with flexibility on occasion
- **Expected Duration**
18 – 24 months
- **Positions**
1 available

The Role

Your main responsibilities will include:

- Writing clear documents of varying lengths, adapting your writing style to reflect different customer requirements
- Writing internal documents and CVs
- Analysing, absorbing and assimilating large amounts of both written and numerical content to deliver the above
- Formatting and proofreading documents
- Undertaking research into industry sectors and markets as required
- Working collaboratively with consultants on customer work
- Developing strong working relationships internally and externally
- Coordinating and managing document production, including version control and storage.

Please note there will be a blend of remote and office working for this role.

Desired Skills and Personal Qualities

- Excellent written ability, including grammar, spelling and punctuation
- Communication (both written and verbal) and interpersonal skills
- Excellent attention to detail
- Interested in the developments of the rail industry

- IT literate – including Microsoft Office applications and communication platforms (e.g. Zoom, Skype, Microsoft Teams, etc.)
- Adaptable – including being comfortable and confident working alone and flexible to work early or late according to customer deadlines and different time zones
- Good planner and organiser with the ability to manage and prioritise a varied and complex workload unsupervised
- Professional attitude and conduct
- Resilient to work pressures, e.g. short deadlines and high workloads.

Qualifications

5 GCSEs, including Maths and English (Grade 4/C or above) essential

Ideally an A Level(s) or equivalent in any subject that demonstrates your ability to write essays

Training

Your Line Manager will coordinate the formal Level 3 Bid and Proposal Co-ordinator Apprenticeship as well as bespoke in-house training, including working alongside our consultants, to ensure that you are appropriately supported in your role. On successful completion of the apprenticeship, you will gain a Level 3 Bid and Proposal Co-ordinator qualification and be eligible for membership of the Association of Bid and Proposal Management Professionals (APMP).

Following successful completion of the apprenticeship and our in-house training, you will have the experience, skills and competencies for the role of an international North Star consultant.

Please look at our [website](#) for more information on us and our people.

Application Instructions

If you are interested in joining North Star, please send your CV, an example of a recent essay and a cover letter detailing what attracts you to this apprenticeship to careers@northstarconsultancy.com.