



**Yorkshire  
Housing**

# Yorkshire Housing Role Profile

<b>Job title:</b>	Talent Development Administrator Apprentice	<b>Leader of others:</b>	No
<b>Reports to:</b>	Emerging Talent Lead	<b>Contract type:</b>	Agile Homeworking
<b>Business Area:</b>	People and Culture -Learning	<b>Car allowance:</b>	No
<b>Budget holder?</b>	No	<b>DBS required:</b>	No

## Job purpose

As a Talent Development Administrator Apprentice, you'll provide proactive, customer focused administrative support to the Learning & Development Team. You'll help to schedule and promote work experience placements, events, emerging talent activities and training sessions, while keeping our records accurate and up to date. You'll also represent the team at careers events and help make sure our programmes run smoothly from start to finish.

In return, you'll receive full on-the-job training and ongoing support, and we'll help you work towards a Level 3 Business Administration qualification. This includes attending college one day a week and completing the required assignments and assessments.

## Key responsibilities

You'll receive guidance and support while learning to:

- Provide support at careers, recruitment and learning events, including making sure resources/materials are ready and helping the team set up on the day.
- Arrange routine check ins and review meetings for emerging talent programme participants.
- Keep accurate and up to date records such as attendance lists, certificates and evaluations, and support the team with reporting.
- Support the scheduling and organisation of learning activities, work experience placements and events by booking rooms and training sessions, preparing and sending joining instructions, tracking attendance, and ensuring all associated documentation is completed accurately and on time.
- Monitor the Learning email inbox, responding to queries and escalating queriers to other team members, as necessary.
- Work with Finance and external training providers by helping raise purchase orders, ordering requested resources and updating budget trackers.
- Support the promotion of learning and talent initiatives, both internally and externally.
- Support continuous improvement, contributing ideas to enhance team practices, processes and systems.
- Act as a positive ambassador, attending schools, colleges and careers events with the team.
- Complete any other relevant tasks appropriate to this role as needed.

## What you'll bring to the role

### The main things:

- Five GCSEs or equivalent at Grade C/4 or above (including English and Maths)
- Passion to grow career in administration
- Strong teamwork skills and willingness to help where needed
- Effective communication and relationship building skills
- Excellent organisational skills and attention to detail
- A strong work ethic and commitment to delivering high-quality work
- Ability to handle sensitive or confidential information appropriately
- Values and behaviours that reflect YH's organisational values
- Flexibility to work in line with our Hub, Home and Roam principles
- An understanding of Equality, Diversity and Inclusion and its importance
- Basic skills in Outlook, Word, Excel, PowerPoint and MS Teams

#### **It would be a bonus if you have:**

- A basic awareness of emerging talent or development programmes
- Some previous office experience (this could be through school, volunteering or part-time work)
- A full driving licence

#### **Our values:**

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

**Create trust** • Do the right thing, not the easy thing • Be honest and open • Do what you say.

**Be curious** • Think differently • Ask questions • Keep learning.

**Make it happen** • Own it • Do it • Be empowered.

**Achieve impact** • Do things that matter • Deliver results • Show pride and passion.

**Have fun** • Enjoy work • Be yourself • Stay connected.

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.

<b>Date Role Profile last reviewed:</b>	January 2026
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