

# BLLENHEIM

## JOB DESCRIPTION

**Job Title:** Project Manager Apprentice  
**Department:** Operations  
**Reports to:** Head of Built Heritage  
**Staff reporting to this post:** None

**Summary of role:** Supporting the Head of Built Heritage in project managing and administration of a wide variety of projects across Blenheim Palace and the wider Estate.

**Tasks & Responsibilities:**

- Assisting with managing and administering a range of construction projects, including programming, budgeting, appointing and liaising with consultants.
- Document control and assisting with the creation of a digital archive.
- Forging great working relationships to ensure issues between key stakeholders are identified and resolved quickly
- You will gradually be assigned your own projects, building your expertise in areas such as project delivery, communication, reporting, risk management and project leadership
- You'll study for a Level 4 apprenticeship, called Associate Project Manager. The degree course runs for two years and is a work-based learning apprenticeship

**Skills & Experience:**

- Ability to work in a busy fast-paced environment, demonstrating a positive attitude that allows for initiative and resilience - this does not need to have been an office environment.
- An organised and structured approach to work with high attention to detail.
- Ability to juggle multiple projects.
- MS Office proficient
- High level of numeracy - ability to use Excel to a high standard beneficial.
- Proficient use of Architectural software (AutoCAD/ Revit) is desirable but not essential

**Person Specification:**

- An interest and desire to pursue a career in in the historic built environment.
- An aptitude towards good logic, problem solving and strong organisational skills.
- Practical, adaptable and enthusiastic.
- English language proficient, holding excellent communication skills.
- Working as part of a team.
- Willing to learn
- Enthusiasm, passion and a love of learning is more important than experience

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## **Our Culture:**

At Blenheim, we are passionate about providing an environment for our employees to develop their skills, try new ways of learning and encouraging their talents to flourish. Our Blenheim Behaviours are shared by all and are an important aspect of joining the Blenheim Team.

- Relish a New Challenge Everyday
- Keep Our Promises
- Show Honesty with Kindness
- Share a Sense of Belonging
- Make History

The successful candidate will have a real chance to progress through the business with training and CPD development available