

Stakeholder Engagement Apprentice

Post Details

Job Title: **Stakeholder Engagement Apprentice**

Location: **Maple Cross, Hertfordshire**

Department: **Stakeholder and Community Engagement**

Reporting to: **Undertakings and Assurances Manager (Malcolm Wilson)**

Purpose of the job

By joining Align, you will have a key role in delivering one of Britain's flagship engineering projects that includes a 15.75km twin-bore tunnel through the Chiltern Hills and a stunning viaduct over the Colne Valley. The scale, complexity and importance of this project make this a career opportunity like few others. Align is Joint Venture made up of Bouygues TP, Sir Robert McAlpine and VolkerFitzpatrick. It is responsible for delivering the £1.9bn Chilterns Tunnels and Colne Valley Viaduct contract as part of a section of the new High Speed Rail link between London and Birmingham.

We have an opportunity for a person looking to start their career in a dynamic team in helping to manage Stakeholder and Community commitments and engage with the community and stakeholders whilst being part of the biggest Civil Engineering Project in Europe. This work will ensure that Align is able to meet our commitments to delivering against promises made to community groups and individuals and effectively managing the interface with statutory authorities.

The work will involve liaising with other members of the Align Team, from construction methods to environment, managing and updating our plans for complying with our commitments (Undertakings and Assurances) and collecting evidence from those teams on progress made. This will require you to learn the details of how we are constructing the infrastructure and use that growing knowledge to adapt our plans. The work will also provide the opportunity to work closely with the community engagement team, interacting with the general public and key stakeholder groups which will also require you to begin to understand how the railway is constructed so that you can effectively communicate this during your interactions.

Alongside this we will support you through a Corporate Social Responsibility Apprenticeship qualification.

We are looking for a candidate with a genuine interest in Community Engagement within Construction, with good IT skills, evidence of team working skills and an ability to be organised, take initiative and work independently.

Responsibilities

- Work with the U&A (Undertakings and Assurance) managers to help support on the commitments made to stakeholders during the parliamentary petitioning process
- Support with the management of the commitments register to maintain a clear record of progress against the project commitments
- Work with engineering, environmental, consents and design teams to track progress against the commitments
- Work closely with community engagement team, supporting them on the delivery of the community engagement objectives. This will include helping to maintain records, attending construction meetings to listen and understand progress and help draft advanced warning notifications for the public
- Assist the Head of Engagement and Compliance in overall management of the team (some general administration, organising meetings, note taking etc)

Skills & Experience

- Applicants must have achieved 5 GCSEs A-C (reformed GCSEs grade 4 or above) including Math's and English, or equivalent.
- Professional, proactive and receptive to constructive advice and guidance.
- Able to take responsibility and take pride in the work delivered.
- Excellent communication skills, both written and verbal
- Able to think outside the box and communicate these thoughts effectively
- Able to take a responsible approach and always promote health and safety
- Good IT skills including good command of Office suite of software (Word, Excel, Powerpoint)
- A self-starter with strong organisational skills able to follow processes for the effective management of a plan
- Good attention to detail