

**Job Title**

Apprentice Administrative Assistant

Hours of work

The contracted hours are 9am to 5pm Monday – Friday (for the right candidate consideration will be given to an alternative pattern of working) with the expectation that within the package flexibility will be necessary to meet business need.

Based at

YORLMC's offices in Harrogate. There may be occasions where the post holder will be required to travel with colleagues to other locations, primarily within Yorkshire, as required.

Company profile

YOR Local Medical Committee Limited (YORLMC) is the brand name for Bradford & Airedale and North Yorkshire Local Medical Committees, also referred to as Branches of YORLMC. It is the professional voice for all NHS GPs and practice teams across Bradford, Airedale, Wharfedale & Craven, North Yorkshire and the City of York.

YORLMC is the body statutorily recognised by successive NHS Acts as the professional organisation representing individual GPs and GPs as a whole whatever their contractual status.

Reports to

Corporate Affairs Team

Job Purpose

The Apprentice Administrative Assistant is a member of YORLMC's Corporate Affairs Team (CAT) which is responsible for the administration of all aspects of YORLMC meetings. The CAT is also responsible for keeping GPs and practice teams informed of current issues relating to primary care and beyond. It leads on communicating important messages, producing regular guidance and a monthly newsletter for each Branch area. It issues press releases where appropriate and also maintains the YORLMC website - www.yorlmcld.co.uk. The CAT is also responsible for corporate administration, membership, electoral services and finance.

YORLMC's Corporate Affairs Team is a small, highly focused and cross-supporting unit where individuals are expected to work autonomously and support colleagues as much as possible. The CAT handles, and has access to, personal and sensitive information so all members of the team are required to maintain confidentiality at all times.

Key responsibilities and accountabilities

To support the Committee Liaison Officers and Education, Training & Development Manager to:

- Ensure the database is updated in a timely manner
- Identify appropriate meeting dates and venues, ensuring they are diarised and book venues
- Assist with event/course planning and administration/set up
- Maintain stocks of promotional/event materials
- Maintain stationery stocks and general office supplies
- Minute internal Corporate Affairs Team meetings
- Ensure the website and social media platforms are updated in a timely manner
- Undertake general office duties
- Participate in initiatives to improve organisational development
- the above list is not exhaustive. The role also includes carrying out any additional tasks or duties that may occur due to the nature and variety of the work of the team