

# Recruitment Administrator Apprentice

If you're ready to make a real impact on the health of woods, trees and our planet, you're in the right place. Climate change is a daunting prospect for all of us and your actions count. Come and join an organisation that really makes a difference.

We are looking for an enthusiastic individual with a passion for woods and trees to become our next recruitment administrator apprentice!

Are you looking for an opportunity where you can learn how to:

- Process candidate applications across apprenticeships and professional recruitment
- Support in creating online content and help to manage the recruitment media platforms, such as LinkedIn, Unifrog and StudySmarter
- Advertise job vacancies on the woodland trust website and external websites to attract the right candidates
- Learn to source the right candidates through data-mining CV databases
- Build effective relationships with candidates and new employees to secure and retain the best talent for the Trust
- Foster effective partnerships with schools, colleges and universities to support advertising and building our brand

If you have the following, and are interested in learning more, scan the QR code to the right.

- A keen interest in business, HR or recruitment
- Enthusiasm and initiative with a positive outlook and willingness to learn new things
- An understanding of digital and social media and an interest in content creating
- Experience of using Microsoft Office, including Word, Excel and PowerPoint
- Very basic administration experience such as drafting letters
- A passion for the environment
- English and Maths functional skills level 2

Like our trees, we want our people to grow and thrive. We believe in creating an environment that allows our talented people to be their best. You'll have full support, training and opportunities for professional development.

- £20,500
- 25 days holiday
- Hybrid and flexible working



WOODLAND  
TRUST

