

Apprenticeship (the qualification you'll get)

You'll complete a **Level 4 Associate Project Manager** apprenticeship.

Job Description (the role you'll be doing)

- Capture, validate and document business and system requirements and make sure that they're in line with key strategic principles
- Build, manage and maintain a positive working relationship with stakeholders and third-party suppliers across multiple franchises and functions
- Create and maintain documentation, as well as support controls and quality assurance for key stakeholders and suppliers
- Create and execute test scenarios and test scripts at various stages of the project in order to validate the solution design
- Support the Business Lead in setting and embedding a strategy for the Business, focusing on assessing the risks and opportunities; working closely with the Group.
- Support in defining the appropriate goals, metrics, and targets. Assistance in creating the colleague and client engagement plan; building a clear communication strategy.