**Why Nexus?**

Metro and the wider public transport network is the life blood of North East England. Nexus and the people who work for us are the heart of that network, keeping millions of customers on the move. We make sure our customers are at the heart of everything we do and we employ c.1000 employees to ensure they all have a great experience, no matter where their final destination.

**The role – Contracts and Commercial Apprentice**

We would like to hear from enthusiastic individuals who wish to be considered for an apprenticeship programme in the Contracts & Commercial Department of Nexus commencing in September 2021. In order to apply you must have, or be predicted to have 5 GCSEs at grade 5/C or above which include Mathematics and English.

The duration of your apprenticeship will be dependent upon your current level of qualification and any previous relevant prior learning but it is expected to last 24 months.

During this apprenticeship you will study a Business Administration Apprentice Framework (Level 3).

As a Contract and Commercial Apprentice, you will learn about managing contracts that Nexus has with other organisations, including Stadler who maintain our Metro trains and Churchill who deliver cleaning across Metro stations and other Nexus premises. You will also learn about forming and managing commercial agreements that Nexus has for shop units around the Metro system. We are looking for colleagues who have attention to detail and can adopt a systematic and thorough approach. Being able to consider others needs and support others is also important.

**A great learning opportunity**

The apprenticeship programme is a formal training programme undertaken whilst employed by Nexus. You will follow either an Apprenticeship Standard or an Apprenticeship Framework where you will learn the set of skills, knowledge, aptitudes, and the qualifications you need to do a particular job.

 Apprentices will:

* be employed by Nexus
* earn a wage not less than the minimum wage for an apprentice
* follow a structured training programme
* receive both on and off the job training
* develop their skills to ensure they can do the job well

As an apprentice, you will undertake your programme during your normal work time. Nexus will release you to study as part of your paid time at work. You will also be expected to continue your studies outside of work.

Although the programme can be demanding, it is also extremely rewarding and career progression for apprentices is excellent. Over 90% of our apprentices move into a higher apprenticeship or full employment on completion.

**How much will my apprenticeship training cost?**

Nexus will meet all of your Apprenticeship training costs.

The apprenticeship programme is a formal training programme that is undertaken with employment. You will follow either an Apprenticeship Standard or an Apprenticeship Framework. These set of the skills, knowledge, aptitudes, and in some cases the qualifications you need to do a particular job.

Apprentices will:

* be employed within the Council or a local business we work with
* earn a wage not less than the minimum wage for an apprentice / my age
* follow a structured training programme
* receive both on and off the job training
* develop their skills to ensure they can do the job well

As an apprentice, you’ll undertake your programme during your normal work time. Your employer will be expected to release you to study at least one day a week in our training centre as part of your paid time at work.

Although the programme can be demanding, it is also extremely rewarding and career progression for apprentices is excellent. Over 90% of our  apprentices move into a higher apprenticeship or full employment on completion.

**How to apply**

Apply online at [www.northeastjobs.org.uk](http://www.northeastjobs.org.uk)

Download an information pack from nexus.org.uk or email recruitment@nexus.org.uk

**Other information**

Nexus is doing everything it can to review and respond to how we approach our selection and induction processes during the Covid-19 pandemic.

At Nexus, the safety of our employees is the first thing we consider every day and we are being as flexible as we can to make the recruitment process as safe and as smooth as possible.

The spread of Coronavirus presents new challenges in making sure our workforce is protected, while we continue to provide safe public transport for our passengers.

We follow closely the advice from Public Health England and update our risk assessments regularly in line with the evolving detailed Government guidance to keep our employees safe.

Nexus work within a suite of policies, which will be available to you when successful in a position.

**Come and be part of our story**

