**Teams that are bidding to host apprentices in 2018 (final list of hosting teams will be confirmed after shortlisting)**

**Air Quality Team (Development, Enterprise & Environment)**

Improving London’s air quality is a mayoral priority and the Air Quality Team at City Hall work has a broad work programme to address this – including work aimed at reducing emissions from transport and non-transport sources, reducing Londoner’s exposure to harmful pollution and raising broader awareness about the issue with the public and a range of stakeholders.

As set out in the draft London Environment Strategy, improving London’s air quality requires the following actions:

* reducing exposure of Londoners to harmful pollution across London – especially at priority locations like schools – and tackling health inequality
* achieving legal compliance with UK and EU limits as soon as possible, including by mobilising action from the London boroughs, government and other partners
* establishing and achieving new, tighter air quality targets for a cleaner London, meeting World Health Organisation (WHO) health-based guidelines by 2030 by transitioning to a zero emission London

The successful apprentice will provide business support to the team as well as a chance to be involved in high profile events and activities. The role is a great opportunity to learn more about how we are working to improve London’s air - and more broadly London’s environment via the broader Environment Team.

For further details about how the Air Quality Team is working to clean up London’s air please visit: <https://www.london.gov.uk/what-we-do/environment/pollution-and-air-quality>

**Committee Services**

The Committee Services team provides support to the Mayor’s decision-making processes and the London Assembly’s scrutiny of the Mayor. The team works across the wider GLA Group by providing secretariat functions to the Boards, Committees and Members of:

* Transport for London;
* London Legacy Development Corporation;
* Old Oak and Park Royal Development Corporation;
* London Fire and Emergency Planning Authority;
* London Economic Action Partnership (LEAP)
* London Assembly; and
* a range of boards and taskforces established by the Mayor of London to assist and advise him on matters of importance to Londoners.

The role will give you opportunities to work with elected politicians, Mayoral appointees and senior officers within the GLA Group. It’s a dynamic environment with a great deal of scope for professional development and networking across City Hall and partner organisations.

**Communities and Social Policy**

The GLA considers equality in all its work and is committed to promoting fairness for all Londoners. The Communities and Social Policy team work to improve opportunities for Londoners and remove the barriers that stop some people in the city from reaching their full potential.

The team works to address issues of inequality, poverty, social cohesion, exclusion and disadvantage faced by London’s communities and neighbourhoods. We work with senior colleagues across the GLA, as well as a wide range of stakeholders across London, to develop new strategies, policies and programmes to deliver the Mayor’s social policy and equality priorities.

You will join the team at an exciting time, as the Team’s remit is a high priority. As an apprentice, you will be providing support to the Team’s projects and events, including promoting and enabling equality of opportunities, supporting the Team in mainstreaming equalities across the GLA group, as well as promoting the diverse needs and aspirations of London’s communities.

**Culture and Creative Industries**

The Culture Team run a diverse range of programmes from commissioning the art works that go on the Fourth Plinth in Trafalgar Square, to running Gigs – the Mayor’s young buskers competition, or producing the world-record breaking Big Dance programme.

The team manages the Mayor’s investment in high profile events like London Fashion Week, London Design Festival and the London Film Festival. We develop cultural policy to ensure London continues to be a world class capital of culture which involves working with arts and culture organisations in London to find ways the Mayor can help them. We also do a lot of work on improving opportunities for all Londoners to engage with arts and culture through events like the light show, Lumiere and the new London Borough of Culture competition.

**Economic and Business Policy (Development, Enterprise & Environment)**

The Economic and Business Policy Unit supports the Mayor working with business and organisations across London to grow the economy and provide jobs, training and economic opportunity for Londoners. We have a varied programme which includes a campaign work to promote fairness at work; policy work on skills and employment; promoting London as the best city to visit, study in and start or grow a business, and making sure the concerns of London businesses - from the largest global companies to the newest start-ups and small businesses – are understood and responded to.

The apprentice in this unit will work on a wide range of projects and events. We are preparing to manage the funding for adult education (post-19) in London, we support sectors in London through Digital Talent, the Mayors Construction Academy and the Food Programme. We provide support to businesses through the Growth Hub and promote better working practices through the Good Work Standard. We also help to arrange visits by the Mayor and Deputy Mayor overseas to promote London businesses and London’s talent.

**Education and Youth Team**

The GLA’s Education and Youth Team are passionate about improving the lives of young Londoners. Every child in London should have the best possible chance for happiness and success. All young Londoners should benefit from a good school place, opportunities to thrive in safe and welcoming communities and a chance to have a say and contribute to London’s future. Our aims are that:

* More children will be ready to thrive at school from the age of 5;
* There will be a good school place for all London’s children;
* All children in the city will be doing better at school, and disadvantaged children will catch up with their peers; and
* More young people will be on track to leave school ready for adult life in a world city.

We’re looking for an Apprentice to provide cross team support across our major projects. These include:

* The London Ambitions Portal: supporting the technical and content management and promotion of the website, which helps businesses connect with schools and colleges
* The Schools for Success Programme: celebrating schools that have made exceptional progress with low prior attaining pupils
* The London Curriculum: supporting teachers to help their students connect with their communities and city
* Getting Ahead London: supporting a new generation of headteachers in the capital

The successful apprentice will need to support the team across a series of events and activities, as well as carrying out general administrative tasks.

The role may also involve providing support to projects led by the team’s Peer Outreach Workers (a group of young people from across the capital that helps influence the Mayor's policies) and supporting the Lynk Up Crew (a group of young Londoners aged 7-15, who meet monthly to address the issues young Londoners face).

**Green Party Group (Assembly & Secretariat)**

This is an exciting opportunity to be part of a dynamic, friendly team supporting the Green Party Members of the London Assembly. The team supports its two elected politicians to scrutinise the Mayor of London’s policies and strategies, propose new policies and stand up for Londoners at City Hall.

Our apprentice will help us to organise and plan our work, including casework, correspondence, Mayor’s Questions, events, written briefings and policy scrutiny and development work. There would also be opportunities to gain higher level skills contributing to the wider strategic goals of our team, for example helping to project manage events and devise, plan and carry out research on specific policy areas, led by the interests of the apprentice as well as the needs of Members.

For more information on the work of the Green Party Assembly Members check out @GreenLondonAMs or visit <http://www.cityhallgreens.london/>

**Health Team - Healthy Workplace Charter (Health and Communities)**

The health and wellbeing of Londoners is of great importance to the Mayor. Whilst he has no statutory responsibility for the planning and delivery of NHS services, he nevertheless has a significant role to play in promoting improvements to Londoners’ health and a reduction in health inequalities. He is uniquely placed to fulfil this role through his mayoral strategies and policies for London, all of which have an impact on public health and wellbeing. The health team create and implement ways to do this.

The team are looking for an apprentice to join the London healthy workplace charter team. <https://www.london.gov.uk/what-we-do/health/healthy-workplace-charter>. The apprentice will have a variety of opportunities available to them. As well as important administration for key events and meetings they will also be able to take part in the communications and stakeholder engagement as well as exploring other areas of project support. There will also be opportunity to find out more about other areas of work within the team and potentially shadowing opportunities.

**Marketing (External Relations)**

The GLA marketing team is responsible for promoting the work of the Mayor of London and the London Assembly to Londoners. Like an internal agency, the marketing team work alongside all departments within the organisation that require marketing support, such as event and policy teams providing an expert consultation service, and delivering marketing campaigns to promote messages to Londoners.

We are responsible for creating innovative, engaging, fresh and current marketing campaigns that inspire and appeal to our target audience. Example campaigns include:

* promoting the need for a ticket at London New Year’s Eve Fireworks
* live streaming and social media posting for the Mayor of London and London Gov social media channels (Twitter, Facebook, Instagram) at the many events hosted by the GLA (such as St Patrick’s Day, Africa on the Square and Feast of St George)
* policy focused campaigns such as Air Quality and Homes for Londoners, producing marketing assets that provide essential information that can impact Londoners everyday lives
* ongoing seasonal promotion of #LondonIsOpen campaign. Showing the world that London is open to everyone of all backgrounds and cultures by producing videos (with celebrity support), merchandise and social media coverage

The marketing team have direct influence on making sure campaigns are fun and relevant to Londoners. These campaigns often include social media, pushing out content (e.g. video and GIFs), paid for advertising (radio, print, online advertising, social adverts, search adverts on google), e-mail communications and advertising on the Transport for London network including tube posters you will see daily on your commute. To ensure these campaigns are successful, we work closely with the wider external relations team, including Digital, Creative, Events, Commercial Partnerships, Press and very closely with the Mayor’s Office.

Working in the marketing team, you’ll provide vital support to deliver a variety of communications plans providing Londoners with the information they want and need. You’ll have the chance to see your work communicated across London and learn the vital skills you need for a long-term career in marketing.

**Human Resources & Organisational Development (Resources)**

The HR&OD team supports staff and managers across the business on a range of people-related work areas, including recruitment and selection, learning and development, employee engagement, employee relations and project management.

The HR Apprentice will provide key administrative support to the HR and OD team, supporting all aspects of these processes to gain valuable experience within the HR&OD environment, providing a successful service to staff and managers. The apprentice will also provide support to the wider team, assisting managers with setting up meetings, archiving and providing administrative support to employee relations casework including drafting letters.

**Marketing, External Relations**

The GLA Marketing team is responsible for promoting the work of the Mayor of London and the London Assembly to Londoners. Like an internal agency, we work alongside all departments in the organisation that require marketing support, such as event and policy teams. We provide an expert marketing consultation service, develop and run campaigns and manage the Mayor of London and London Gov social media channels.

We are responsible for creating innovative and engaging marketing campaigns that inspire and appeal to our target audience. Example campaigns include the award-winning #LondonIsOpen campaign and the London New Year’s Eve Fireworks.

Large or small, these campaigns often include e-mail, social media, content development (e.g. video) and paid for advertising, such as social, radio, print, display, pay-per-click (paid search links on Google) and even advertising on the TfL network. We work closely with creative and media agencies and other GLA teams such as Digital, Creative, Events, and Commercial Partnerships to make this happen.

Working in our team you will support the delivery of a variety of campaigns and see your work communicated across London.

**Mayor’s Press Team (External Relations)**

This is a unique opportunity to be part of a high profile and fast-paced team in the Mayor’s Press Office. The press team is responsible for promoting the work of the Mayor of London through the media and dealing with inquiries from a huge range of journalists, from national and international broadcasters, through to specialist press and local papers.

* The job involves organising media interviews for the Mayor and his advisors, planning photocalls, press conferences and other media events, writing press releases, articles and briefings.
* You will gain in-depth experience of working in a busy press office and develop the core skills in communication, organisation, meeting deadlines and administration that are vital to the smooth running of the team. You will have the opportunity to help with the organisation media events, develop a valuable understanding of print and broadcast media and help harness digital and social media to publicise the Mayor’s policies to Londoners.

**Old Oak and Park Royal Development Corporation (OPDC)**

Old Oak and Park Royal Development Corporation (OPDC) is a new organisation, growing rapidly, with a very ambitious programme and set of tasks for the coming years. The OPDC apprentice will be an integral part of the team working on the UK’s largest regeneration project since the London 2012 Games, helping to develop this very special site – the only place where High Speed 2 will meet Crossrail. For this once-in-a-lifetime opportunity, the OPDC would like to welcome an Apprentice into the team to work with us on realising the potential of this extraordinary area to create a new, exemplar, competitive, thriving and sustainable part of London where people will love to live, work and play, time and time again. The project aims to create significant benefits for communities including the delivery of 25,500 new homes and 65,000 jobs, and one of the most important tasks we have is to communicate and engage with, listen to and work with local residents and businesses to help build this new part of London.

The OPDC apprentice would provide administrative support, handle straightforward telephone and email correspondence and develop general office skills.

**Opinion Research and Statistics (Communities and Intelligence)**

The Opinion Research Team provides first class research into what the public think about and issues effecting London. Using both traditional forms of social research and innovative engagement techniques, this team is constantly talking to Londoners through surveys, forums, focus groups, interviews and more to help policy teams find answers to some of the capital’s most interesting and challenging issues.

The apprentice in this team will be working first hand with fresh research on a full spectrum of policy areas, from housing to cycling, air pollution to cycling. The apprentice will learn how to analyse opinion data and will have access to some market-leading research. As a result, this apprentice will provide vital work for the Opinion Research Team in maximising the evidence we can gather from the views of all Londoners.

**Planning (Development, Enterprise & Environment)**

The role of the Planning Unit is to spatially plan London's development and growth whilst assessing strategic planning applications and is at the heart of helping to solve London’s housing crisis.

The Mayor’s planning powers mean that the planning team only gets involved in strategic planning applications, such as buildings over 30m in height and schemes with 150 residential units or more. The Development & Projects team is responsible for advising the Mayor on all planning applications referred to him.

The London Plan team is responsible for implementation, review and annual monitoring of the London Plan, consideration of London boroughs' local plans, liaison on strategic planning matters with authorities neighbouring London, and preparation of Supplementary Planning Guidance.

The Planning apprentice will provide key assistance to the Business Support team, working with both the London Plan and Development & Projects team. You will have an opportunity to gain general administrative experience as well getting involved in communications, data monitoring, events and helping to develop new and existing systems.

**Team London (Communities and Intelligence)**

Team London is the Mayor’s volunteering and social action team for London.  A fast-paced and dynamic team, Team London brings all Londoners together to make our city a better place to live; tackling challenges like youth unemployment, homelessness and food poverty.  In inspiring all Londoners to volunteer, the Mayor’s vision is that communities will become stronger, volunteers will benefit by building their skills and relationships across the generations, and they will improve the lives of others.  Joining Team London will provide ample opportunities to be involved across a wide-variety of projects, from inspiring children to volunteer with our school programme to helping tackle veteran unemployment, and from helping London’s charities be the best they can be to supporting London’s businesses to make a difference.

For more information on all we do, check out @TeamLDN or visit our website: <https://volunteerteam.london.gov.uk>

**The Technology Group**

The Technology Group provides IT services for the Mayor of London and London Assembly in City Hall.

We provide PCs, laptops, phones to help busy staff keep working on the move.

We support the work of teams in the GLA by helping to choose, install and manage the software programs that they use in their day to day work, including mapping systems and systems that help people to work together and share information whilst they are on the move.

We have got a major project underway to make use Cloud computing, including switching to Microsoft Office 365.

We do a lot of work with our Digital Team helping to run the GLA website and other digital systems that are used by Londoners.

If you like helping people, you’re good at problem solving and, above all, you love IT and gadgets then the Technology Group could be a great place to develop your skills and experience.