

Job Description

Job Title	Resilience & Planning Apprentice
Directorate	Neighbourhoods and Housing
Service Area	Environment
Grade	AP2
Competency Level	1
Salary	£24,547
Job Type	Hybrid
Location	Home/ Gerard Majella House/ Cunard
Apprenticeship	Business Administrator Level 3 - Business administrator / Skills England

About the Role

The Resilience and Emergency Planning Apprentice will support the Emergency Planning and Resilience Team in helping Liverpool City Council prepare for, respond to and recover from emergencies and major incidents. Working alongside experienced professionals, you will gain valuable experience while developing the knowledge and skills needed for a career in emergency planning and resilience.

This is an exciting opportunity to learn about emergency management, business continuity and partnership working, while supporting the Council's statutory duties.

What You'll Be Doing

You will:

- Assist with the development, review and maintenance of emergency plans.
- Support the review and maintenance of business continuity arrangements across Council services.
- Help maintain emergency contact databases and preparedness information.
- Assist with emergency planning exercises, training sessions and resilience events.
- Support the Council's response to emergencies and major incidents when required.
- Help record and manage information during incidents and exercises.
- Develop skills to support incident management activities, including incident logging.
- Attend meetings with Council services and external partner organisations.
- Assist in maintaining statutory emergency planning documentation.
- Support the collection, organisation and sharing of resilience-related information.
- Respond to enquiries and information requests from colleagues and stakeholders.
- Carry out administrative duties that support the Emergency Planning and Resilience Team.

What You'll Learn

During your apprenticeship you'll develop knowledge and skills in:

- Emergency planning and resilience principles.
- Business continuity management.
- Incident response and recovery arrangements.
- Risk management and emergency preparedness.
- Partnership working with emergency services and other organisations.

- Incident recording and information management.
- Delivering training, exercises and awareness activities.
- Project planning and organisation.
- Communication and stakeholder engagement.

You'll also gain experience of how emergency planning and resilience supports communities, services and residents across a large local authority.

Is This Role Right for You?

We're looking for someone who:

- Has an interest in emergency planning, resilience or public service.
- Is highly organised and able to work methodically.
- Has strong verbal and written communication skills.
- Enjoys problem-solving and learning new skills.
- Can work effectively both independently and as part of a team.
- Has good attention to detail and can maintain accurate records.
- Is comfortable using Microsoft Office applications and other digital systems.
- Can build positive working relationships with a range of people.
- Is willing to learn about emergency management and business continuity.
- Demonstrates flexibility and adaptability when priorities change.