

JOB DESCRIPTION: APPRENTICE CONSULTANT

Learn. Develop. Make a Difference.

Are you looking to start your career in consulting, project delivery, and business transformation? Are you organised, curious, eager to learn, and passionate about helping teams deliver successful outcomes?

We're looking for a motivated Apprentice Consultant to join our team and develop practical skills across project management, business analysis, stakeholder engagement, and digital transformation. Working alongside experienced consultants and project professionals, you'll gain valuable hands-on experience while contributing to meaningful client projects and internal initiatives.

This is an exciting opportunity to build a strong foundation in consulting and professional services while working towards recognised qualifications and developing skills that will support your long-term career

What You'll Be Doing

As an Apprentice Consultant, you'll support the delivery of projects and programmes while developing your knowledge, skills, and experience across a variety of business and digital change activities.

Support Project Delivery

- Support project teams with planning and coordination activities.
- Prepare agendas, presentation materials, and meeting documentation.
- Maintain project documentation, action logs, and project records.
- Support project managers and consultants with day-to-day project activities.

Maintain Project Controls

- Support with maintaining project plans, schedules, work packages, and delivery trackers.
- Monitor project actions, milestones, and deadlines.
- Support budget tracking, expenditure monitoring, and financial administration.
- Help maintain risk, issue, and dependency logs.
- Ensure project documentation is stored and maintained accurately.
- Escalate potential concerns to senior colleagues when appropriate.

Support Analysis & Improvement

- Support with gathering and documenting business requirements.
- Support process mapping and documentation activities.
- Collect, organise, and analyse information to support project decisions.
- Contribute to research, data collection, and business improvement initiatives.

Change for good.

- Support in developing reports, presentations, and project updates.
- Learn how digital solutions can improve services and organisational performance.

Build Relationships & Collaborate

- Work effectively with colleagues, clients, suppliers, and stakeholders.
- Support communication activities across project teams.
- Help maintain positive stakeholder relationships through clear and professional communication.
- Contribute to workshops, meetings, and collaborative working sessions.
- Demonstrate professionalism when representing the organisation internally and externally.

Learn & Develop

- Participate fully in apprenticeship learning and development activities.
- Develop knowledge of project management, business analysis, and consulting practices.
- Learn industry-standard tools, methodologies, and frameworks.
- Take feedback and continuously improve performance and capability, personal development and professional growth.

Contribute to Successful Outcomes

- Deliver assigned tasks and work packages to agreed standards.
- Support project assurance and quality activities.
- Help ensure projects remain organised, controlled, and well documented.
- Contribute to continuous improvement initiatives across the organisation.
- Support successful delivery of client and internal projects.

What We're Looking For

Essential Skills & Attributes

- Enthusiasm for learning and developing a career in consulting, project management, or business analysis.
- A commitment to completing an apprenticeship programme and associated learning requirements.
- Interest in digital transformation, technology, or business change.
- Strong organisational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Good attention to detail and commitment to producing high-quality work.
- Ability to manage multiple tasks and priorities.
- Willingness to learn new technologies, systems, and ways of working.
- Professional, positive, and proactive approach.
- Ability to follow processes while using initiative when appropriate.

Change for good.

- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.

How to apply

If you're looking for a culture of openness, authenticity, flexibility, fairness and progression, and want to kick-start your career as a consultant, drop us a message and a copy of your CV to info@entecsi.com.

