

JOB SPECIFICATION
Graduate Trainee Programme

1. ORGANISATIONAL POSITION

Job Title	Business and Marketing Graduate
Location	Leicester
Start Date	September 2019

2. Your Role

Are you looking to develop your professional skills?

We are looking for a talented graduate to help us mainly within the marketing function but also supporting other business departments overall at Growth Partners.

- ★ Learn the importance of the customer experience, looking at the different 'touchpoints' for Growth Partner's employee interactions and help develop our current Company journeys i.e recruitment by looking at new suggestions for continuous improvement
- ★ Assist with marketing tasks and supporting the marketing team where possible i.e event planning
- ★ Supporting other departments depending on the business requirement i.e supporting the Sales/Account Management teams

3. Your Team

A plan will be given to you to work alongside the different departments. During your graduate programme, you will spend the majority of your time within the Marketing department.

You will develop your team working skills, communication skills and creativity while working in an energetic and highly motivated team.

4. Your expertise

Preferably we would like you to be an undergraduate degree student at a Business School on track for a 2:1 or higher. but mainly we would like to see evidence that you can solve a problem, being creative, innovative and making suggestions for improvements. We would like you to have great planning, organising and communication skills.

However, what really matters to us is to get the right people within the business. So, you will need to be passionate about your role, be positive and creative. Innovation is part of our business and we appreciate when people can provide innovative ideas!

5. Your graduate programme

We know that development opportunities are important to you and we want to make sure you'll be happy throughout this experience with us. That's why our graduate scheme is designed to ensure that you'll have an in-depth introduction to our Company and the business you will be part of. As you move into your role, you will get support and ongoing training in order to progress and feel comfortable within your role. Learning and development will also be provided to you to encourage your daily tasks and career progress.

- Lasts 12 months
- Working next to experts of each department
- Further career opportunities, permanent positions

6. Working at Growth Partners

Growth Partners is a start-up company which has been in business for over a year and offers HR services to other businesses. At Growth Partners, not only do we care about the wellbeing of the employees we provide an amazing service to, we also ensure that our own workforce, the driving force of our employee engagement offering, is happy and engaged themselves.

Our Mission is to make employers' lives easier and make employees' working environments a happier and healthier space for businesses to thrive.

Our Vision is to aspire to build the UK's number one employee engagement platform that gives UK businesses of all sizes access to affordable, expert-level services.

Our Values are: People-centric, Innovation, Transparency, Synergetic and Reliability.

7. Benefits

We love our people and we always look after them. As part of our team, you will have access to our employee benefits platform, which offers lots of discounts on unlimited brands. You will be automatically enrolled in the pensions scheme and you will enjoy all the benefits provided to all of our employees (e.g. 3 times a week healthy lunches provided to all GP employees for free).

8. Our recruitment process

After submitting your application, we will be in touch if we would like you to complete an online personality test.

Afterwards, the recruitment team will contact you to for a phone interview to find out more about you, your studies and why you want to work at Growth Partners.

After this step, we will be in touch if we would like to invite you to one of our assessment days. These are based at our offices in Leicester and are as much about you learning all you can about Growth Partners and the role as us assessing your fit. Please make the most of all your interactions with us to find out as much as you can about the company and the position available and reach out if you have any questions.