



## Sustainability & ESG Apprentice with M&G plc

Employer: M&G plc

Posted By: BPP Professional Apprenticeships

### General Information

**Location:** London, EC3M 5AG

**Total Vacancies:** 1

**Hours Per Week:** 35.00

**Hourly Wage:** £11.49

**Weekly Wage:** £402.15

**Short Description:**

We are seeking a motivated and conscientious Apprentice who is interested in working in Real Estate and wishes to pursue a career in Sustainability/ESG.

The successful applicant will support the sustainability agenda through assisting in delivery and performance monitoring of the global sustainability improvement programme of M&G Real Estate – one of the world's top 30 property investors. They will also get the opportunity to learn about broader Real Estate management activities such as asset/property management, and work with highly experienced Sustainability Team.

**Full Description:**

Our Property Investment Team drives programmes of work to deliver improvements in three areas across the global property portfolios we manage: Environmental Excellence - including achieving net zero carbon; Health and Wellbeing; and Community Engagement.

As a Sustainability & ESG Apprentice, you will support the sustainability agenda through tracking delivery of our global improvement programmes, supporting robust performance reporting and analysis, and communication of our activities to a wide range of audiences.

Your duties will include:

- Assisting the team in the collection, analysis and presentation of sustainability performance data
- Delivering small sustainability initiatives and delivery of larger programmes
- Supporting sustainability regulatory compliance activities
- Assist in producing presentations and documents to communicate sustainability programmes and performance internally and to our clients
- Organising, attending and participating in meetings
- Using MS Office applications to compose and update documents

**Future Prospects:**

This is a fixed term contract for 15 months upon which the business may decide to retain, subject to the Apprentice performance, headcount and available funding. If recruited into a permanent role, the individual will follow the career progression applicable to the specific role/department.

**Employer Description:**

About M&G plc  
M&G plc is an international savings and investments business, managing money for both individual savers and institutional investors in 28 markets. As at 30 June 2020, we had £339 billion of assets under

management and administration, around 5 million retail customers and more than 800 institutional clients.

With a heritage dating back more than 170 years, M&G plc has a long history of innovation in savings and investments, combining asset management and insurance expertise to offer a wide range of solutions. We serve our savings and insurance customers under the Prudential brand in the UK and Europe and for asset management in South Africa, and under the M&G Investments brand for asset management clients globally.

At M&G our vision is: to become the best loved and most successful savings and investment business and we're looking for people who are excited about joining us on our journey.

To help us achieve our vision we're looking for exceptional people who live our values and behaviours:

- Inspire Others - Support and encourage each other, creating an environment where everyone can contribute and succeed
- Embrace Change - Be open to change, willing to be challenged and able to adapt quickly and imaginatively to new ideas
- Deliver Results - Focus on outcomes, set high standards and deliver with energy and determination
- Keep it Simple - Cut through complexity and bureaucracy, be clear and decisive and never over complicate things

We know that an inclusive environment makes us more accessible and ensures we attract, engage, promote and retain exceptional people. We welcome applications from all individuals regardless of age, gender/gender identity, sexual orientation, ethnicity/nationality, disability, or military service and welcome those who have taken career breaks. We will consider flexible working arrangements or home working arrangements for any of our roles.

**Framework:**

Business & Administration

**Training Provided:**

As a Business Administration Apprentice with BPP, you will undertake the Business Administrator Level 3 Advanced Apprenticeship. The apprenticeship will be delivered through a blend of live online learning, pre-recorded lectures, and face to face inductions and masterclasses

**Duration:**

15 months fixed term contract

**Skills Required:**

- Good and confident communication skills, both written and verbal
- Strong numeracy skills
- High level of accuracy and good attention to detail
- Structured approach to work and very well organised
- Ability to prioritise and meet deadlines
- Moderate understanding of MS Office (Word, Excel, PowerPoint)
- A friendly and proactive team player who is confident about working and collaborating with others but also work independently
- Self-learner – proactive in using tools provided to improve knowledge and search for information

**Personal Qualities:**

- We are looking for confident individual with a positive outlook, can-do attitude and aspiration to want to progress
- The successful applicant will have a genuine interest in sustainability issues and ability to analyse information to seek performance improvements

- Applicants who succeed with us are self-motivated, capable of building and maintaining relationships and work effectively as part of a team
- The successful applicant will have an inquisitive and analytical mind and an efficient approach and be keen to learn

Desired but not essential:

- Experience of working with Excel to prepare charts/graphs and drafting written material for a range of audiences

**Qualifications Required:** Ideally, the candidate will have either a minimum of 2 A levels (or equivalent) or 5 GCSEs with good grades in Maths and English (A-C) or relevant 2 years work experience of an office or business environment.

**Other Information:** Please ensure that you apply for the position as soon as possible to avoid disappointment. The closing date is a rough guideline as to when an advert will close. The advert may close before the given closing date if the employer has filled the position(s). BPP have a dedicated team who support students with disabilities, learning difficulties, health conditions and wellbeing. Please contact us at [apprenticeshipapplications@bpp.com](mailto:apprenticeshipapplications@bpp.com) if you have any queries or would like more information.

**Closing Date:** 16/04/2021

**Start Date:** 20/09/2021

**Interview Date:** May/June 2021

**Please apply via this link:** <https://www.bpprecruitment.co.uk/Search/Job?id=126490&asid=147>