

Graduate Trainee

Division:	Stobart Aviation
Location:	Southend Airport
Shift Pattern:	42 hours per week, Monday to Friday, although some weekend work may be required as per the needs of the business
Salary:	£21,000 to £25,000 dependant on experience and qualifications
Reporting to:	Head of Asset Management

Stobart Group:

Stobart Group is focused on delivering growth in its three core operating divisions: Aviation, Energy and Rail & Civils. Stobart Group also holds a portfolio of infrastructure assets and investments.

What's the role?

A two-year graduate trainee programme designed to equip the post holder with the appropriate leadership and technical skills required to support London Southend Airport. At the end of the two years the post-holder will, if successful, be offered a role with a significant level of responsibility within the organisation.

What will I be learning?

Project Management:

- Providing support to the management of specific on-going projects including, preparation of terms of reference for sub-contracts and project partners and helping in the organisation plan their development successfully.
- Management of project budgets including review of invoices, tracking of expenditure against key milestones.
- Management of project documentation.

Business Management:

- Provide support to the COO in the analysis and presentation of management information including capital investment versus revenue opportunities.
- Support to the COO and development team in procurement, contracting and managing operational constraints.

Initial assignments will include projects within the fields of:

- Aerodrome Development & Facilities Management
- Airline Relationship Management
- Safety Management Systems
- Aerodrome Safeguarding
- Customer Service



Qualifications and Experience:

- University degree educated essential
- Proficient in MS Office essential
- Ability to understand and grasp complex issues
- Hold excellent verbal, written, and analytical communication skills
- Good understanding of business development
- Self-starter and strong team member
- Attention to detail

Person Profile:

You will be an enthusiastic and energetic individual with a passion for service excellence with a determination to understand and master complex topics. With a strong desire to learn, and an understanding of the importance of attention to detail, you will need to lead by example, and always be happy to go the extra mile to support colleagues and customers. A gifted communicator with a desire to develop and grow personally within a growing business, you will have gained a strong degree result, have valuable extramural activities, and good A level results.

How to Apply:

All applications should be made by submitting an up to date CV, with a covering letter outlining why you feel you fulfill the person profile for this role, to: LSAHR@southendairport.com

Stobart Group is committed to equal opportunities for all, and we provide a fully inclusive and accessible recruitment process. Should you need any documents in a different format, or require any further support or assistance, please contact the HR Team on 01702 538626 or email LSAHR@southendairport.com

The successful applicant will be rewarded with a package including company pension scheme and uniform.

For Stobart employees: You must inform your line manager in advance if you are short-listed for an interview.

