

**"I think apprenticeships are great because you get hands on experience in a work environment whilst earning money at the same time!"**

Sophie completed her degree in physical education but after helping her local community with the coronavirus vaccinations she decided to take up an NHS apprenticeship.

**Sophie Mawson**

**National apprentice administrator**



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**How I got into  
the  
role/scheme/apprenticeship?**

## **Expand / collapse**

During the coronavirus pandemic, I worked with my local council and the NHS to help my local community with PCR testing, Lateral Flow testing, the vaccinations and Track & Trace. I enjoyed helping people and making a difference, which is exactly what the NHS is all about. It inspired me to help and be a part of the NHS myself. I appreciate the hard work they do more than ever.

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## **What I do**

## **Expand / collapse**

I work from home due to starting my role during the coronavirus pandemic. My typical day starts with checking through my emails and other project's inboxes. I note down my to-do tasks and reply to any queries that I have received. Attend meetings with my team and any external stakeholders that I have organised. As an administrator I coordinate multiple members of my teams diaries and set up meeting invites. I book travel and hotel for the team whenever is required. I hold monthly webinars for the projects I help with which involves tasks such as preparing agendas, sending meeting invites, sharing my screen of the PowerPoints in the webinars, record the meeting and send summary meeting minutes.

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## **The best bits and challenges**

## **Expand / collapse**

I love helping people whether the tasks are big or little! I keep my busy team organised and on track with tasks. Organising people's diaries can be challenging at times but it's satisfying when completed and I know it's a massive help for my colleagues when sorted. As my team's administrator I love that I get to work with lots of people and build

great connections.

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**Life outside  
work**

**Expand /  
collapse**

I am very sporty and athletic. I love dancing, diving and trampolining. I've danced since I was 3 years old and started diving when I was 12. I finished diving when I was 17 and moved onto being a Level 2 diving coach. While studying at Sheffield Hallam University I took up trampolining and represented Team Hallam in competitions all around the UK. Outside of work on a daily basis I enjoy walking my dog, going to the gym and meeting my friends.

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**Career plans  
and top tips for  
others**

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collapse**

I would advise not to be pressured into the 'traditional' route of university if you don't feel it is the right path for you. I think apprenticeships are great because you get hands on experience in a work environment whilst earning money at the same time! I completed sixth form and my A-Levels, went to university and got a first class degree in Physical Education and School Sport. Since then I'm now completing my Level 3 qualification in Business Administration. I don't think that one route is better than the other, I believe that you should pick the path that suits you and your future aspirations. That's the most important bit.

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