

## **Business Support Apprentice, Cumbria 0-19 Child and Family Support Service**

**Based in Copeland**

**37 hours per week (full-time)**

**£11,928.80 per annum for the first 12 months of the apprenticeship. Thereafter salary will equate to the relevant National Minimum Wage for your age.**

**Fixed term contract (18 months)**

**Are you aged 18 or older and ready to take the first step towards your career in Business Administration? Do you have excellent communication skills and would you like to work in a team of multi skilled employees? If so, Family Action has an exciting opportunity and would love to hear from you!**

### **About us**

Family Action is a charity committed to building stronger families by delivering innovative and effective services and support that reaches out to many of the UK's most vulnerable children, young people and their families. We seek to empower people and communities to address their issues and challenges through practical, financial and emotional help. Family Action are working in Cumbria to deliver the 0-19 Child & Family Support Service.

We are looking for an enthusiastic and passionate Business Support Apprentice who will work as part of our team which shares and embraces Cumbria's vision of *'A great place to grow up and for children and young people to have the opportunity to become everything they want to be.'*

### **The role**

This new and exciting opportunity will be based in the Family Action team in Copeland. This is a varied and interesting role where you will get involved with maintaining our computerised systems, produce reports, deal with administrative tasks such as e-mail communications and processing incoming and outgoing mail. You will also get involved with some finance admin including processing incoming invoices. As you will act as the efficient and welcoming first point of contact and support with some group activities for the service, you will need to be friendly and approachable in your manner.

You will study for the Level 3 Business Administration apprenticeship while you work for us through our apprenticeship provider of choice: System People. They are based in Carlisle and offer you a blended learning experience which include virtual Zoom lesson delivery one day a month, quarterly face to face workshops and online interactive learning via their bespoke innovative platform OLLIE. You will have access to 1-2-1 tutor support as well as a workplace mentor. We have chosen to work with System People as they have fantastic pass rates and most of their learners go on to secure a permanent job with their employer. They also won the "BEST Training Provider Award" at the Golden Apples in 2019!

### Is this for me?

We are a forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

You will have at least 5 GCSEs including Maths and English between grade A-C and have good basic knowledge of using a computer, including Word and Excel packages. You will need to be happy working in a team setting and working with and learning from team members.

The Level 3 business administration apprenticeship is approximately 18 months in duration which includes an end point assessment to assess you have the skills, knowledge, and behaviours to qualify as a fully qualified business administration professional. You must therefore be eager to commit to the apprenticeship and complete the independent study associated with the course.

**For an application pack and further information please visit:**

[www.family-action.org.uk/get-involved/work-us/current-vacancies/](http://www.family-action.org.uk/get-involved/work-us/current-vacancies/)

**Please email completed applications to:** [completed.application23@family-action.org.uk](mailto:completed.application23@family-action.org.uk)

**Closing date:** Rolling

**Interview date:** TBC

Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.

Rolling deadline, applicants will be reviewed as/when they apply and will be closed when suitable candidates have been received. If you are interested, please make sure to apply asap to avoid missing out.

**ID: 334**