

Lincolnshire Action Trust Job Application Pack

Business Administration Apprentice Level 3 Opportunities

37 hours per week Monday to Friday, Head Office, Newland, Lincoln

37 hours per week Monday to Friday, HMP Lincoln, Greetwell Road, Lincoln

Our clients are central to everything that we do..... come and help build the future for them, you and us.

- Are you friendly and personable?
- Do you enjoy dealing with people?
- Do you want to advance your basic IT skills?
- Are you able to prioritise your workload and get things done?
- Can you deal effectively with changing priorities?

OUR VALUES

We aspire to demonstrate the following core values in everything we do:



Achievement

To achieve the best outcome for others and myself



Empowerment

To give power to individuals and encourage them to increase their confidence



Inspiration

To positively motivate and influence others



Quality

To work to the highest standards at all times



Respect

To be respectful and considerate to others

Lincolnshire Action Trust (LAT) is a registered charity that works with individuals who are in contact with the criminal justice system across Lincolnshire and surrounding areas. The main focus of our work is resettlement and rehabilitation including employability, accommodation, finance and debt and work with children and families. Over 20,000 clients access our services each year.

We also care about...



safeguarding
confidentiality
health and safety

of our clients and staff
and hope you do too.

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Other Information

- You must have the right to work in the UK (you must be able to demonstrate this)
- You will be subject to an enhanced DBS check for both roles and prison vetting for the HMP Lincoln role
- Applicants for the prison-based role will be 18 years or over.

Apprenticeship

The Level 3 apprenticeship is carried out over 18 months. During which time you will carry out on the job and 20% off the job training. We are committed to providing all apprentices with meaningful job experience.

Depending on the role you may be involved with the following:-

Production of documents in Word and Excel, data inputting, collation of data, storage and filing of documents answering the telephone, dealing with incoming and outgoing mail and emails in Outlook, arranging appointments, servicing of meetings including taking minutes and circulating them. Housekeeping of the office areas. You will be expected to complete project work on a topic agreed with you.

“I have worked with LAT for over 3 years now and in that time, I have completed both my level 2 and level 3 course despite being furloughed for 6 months, this is due to the support provided by LAT allowing me to finish my level 3 with a distinction despite many setbacks last year. The amount of growth I have seen in the past 3 years working at LAT has been phenomenal and this is due to the fact I was given so many opportunities that wouldn't be available to me as an apprentice in another organisation.” – Reece Jackson, former apprentice, current employee.

Our benefits

- hourly rate will initially be £5.31 rising to £5.81 from April 2022 for 37 hours
- a minimum of 33 days annual leave per year (pro rata part time) including statutory holidays, increasing to by one day per full year of service to a maximum of 38 days
- auto enrolment in a pension scheme; 2% employee contribution/6% employer from month 3
- access to a non-contributory cash back health scheme and well-being service
- a salary sacrifice scheme for childcare vouchers

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- ongoing training and development as we expect staff to continually update their skills and knowledge

Still interested?

We would love to hear from you.

- Please submit your application via this link

Head Office -

<https://www.getmyfirstjob.co.uk/joblink.aspx?TrackingId=nas0001&VacancyReference=160907>

HMP Lincoln -

<https://www.getmyfirstjob.co.uk/joblink.aspx?TrackingId=nas0001&VacancyReference=160909>

Visit our website <https://latcharity.org.uk/>

Sorry we do not accept applications from agencies.