|  |
| --- |
|  |
| **Participation and Engagement Apprentice** |
| **Employer:**  | Darlington Borough Council  |
| **Location:**  | logoTown Hall, Feethams, Darlington, DL1 5QT |
| **Hours:**  | 37 hours per week  |
| **Salary:****Posts:** | From £4.30 per hour 1 |
| **Duties:** | Do you have what it takes to make a difference? Do you have the skills, knowledge and experience required to ensure that the voice of children in care / leaving care is heard? Do you have the passion to ensure their voice is pivotal in driving developments? You will benefit from being part of a small team with access to and support from managers. Duties include:* Provide support to deal with a wide range of customer enquiries, ensuring a friendly and responsive service to telephone enquiries, email and visitors
* Undertake administrative duties as required, including photocopying, filing, scanning, copy typing and taking notes at meetings
* Perform diary management functions for officers in the authority including arranging and re-arranging meetings, room booking and organising refreshments
* To provide basic facilities management - setting up rooms for meetings ensuring the required equipment and resources are available and assisting attendees
* Speak directly to children involved in services including Looked After Children and Care Leavers, and report what they say back to Corporate Parenting Panel
* Make suggestions to the Corporate Parenting Panel about how they might improve their services based on the feedback gathered from those children and young people
* Explore, create and promote new ways for services to get feedback from children and young people
* Create links to other youth councils / networks / children in care councils and promote the work of Darlington Borough Council Children’s Services
* Other duties as required
 |
| **Training:**  | Training will take place periodically at our training centre in Darlington (DL1 5AJ) and/or remotely as required, to work towards the theory elements of the framework. The other days will be spent working with your employer gaining the skills and knowledge required to complete your Apprenticeship. Qualifications you will work towards are:* L3 Business Administrator Apprenticeship Standard
* Functional Skills in maths, English and ICT (as required)
 |
| **Progression:**  | Possible progression into full time employment for the right candidate. |
| **Closing Date:** | **Monday 7th February 2022** |
| **Apply:** | To apply visit: <https://www.northeastjobs.org.uk/job/HR_Apprentice/218536>For more information please contact a Learning & Skills Adviser on 07932 869325 or L&S@darlington.gov.uk |