



APPRENTICESHIP OPPORTUNITY

Are you looking for help in starting your career? Do you want to learn key business skills whilst making a difference to the local community? Then we have an opportunity made for you!

Our organisation is committed to working towards a society where dementia is wholly understood and accepted. We want to ensure that all local people living with or affected by dementia are fully supported throughout their journey.

Dementia Support is a small local charity based in Tangmere near Chichester and where our state-of-the-art Hub, Sage House, delivers a wide range of vital services under one roof providing the latest support, information, advice and activities to those living with Dementia and their carers.

If you are interested in joining our high performing team and want to help us to deliver quality services, then we would be pleased to hear from you.

Apprentice Business Administrator [Advanced Level]

Full-time, fixed term contract - the apprenticeship will be undertaken over an 18-month period.

Qualifications required: Five or more GCSEs (A* - C or 5-9) including English and Maths (or equivalent) or completed an intermediate apprenticeship

*We are accepting expressions of interest from people with expected grades as above

Salary: £10,400 per annum

An apprenticeship is a flexible role where the work is wide-ranging. You will undertake and complete various aspects of the Advanced Apprenticeship scheme e.g. regular study day; working with an assessor to develop a work-based portfolio within specified timeframes.

This is a business administration role, the purpose is to provide administrative support, focusing on supporting sessional activities within Dementia Support as well as providing administration support to the Services Manager, Community Relations Co-ordinator and Volunteer Co-ordinator. The role will also provide front of house cover within our reception area.

The successful individual will be organised, energetic and keen to learn within a busy office environment and be prepared to undertake an advanced apprenticeship at Grand Metropolitan College (Worthing campus).

Previous experience of working with others to deliver a goals is essential. Experience of working in a paid or voluntary capacity is desirable.

Key duties will involve:

- ✿ Greeting, welcoming and directing visitors
- ✿ Undertake day to day organisation and administration of the sessional activities provided by Dementia support
- ✿ Working closely with the Services Manager and Volunteer coordinator to ensure that the Dementia Support activities offer runs smoothly
- ✿ Support the Community Relations, Learning & Development coordinator and the Volunteer Co-ordinator with administrative tasks
- ✿ Assuming responsibility for maintaining information/display boards,
- ✿ Delivering a professional telephony service ensuring calls are answered promptly and directed to appropriate members of staff or volunteers,
- ✿ Managing the filing system and maintaining accurate records,
- ✿ Inputting information onto the database
- ✿ Actively contributing to staff meetings for discussion, planning and development of good practice

This is a full-time role, working Monday to Friday 9am – 5pm. Free parking is available on site.

To apply for this apprenticeship post please submit a detailed CV and a letter explaining why the position appeals to you to sue.craig@dementia-support.org.uk. A full Job Description is available on request.

Closing date: Tuesday 27th August 2019

Interview date: Friday 30th August 2019

Dementia Support is committed to safeguarding and promoting the welfare of people living with Dementia and their Carers, and it expects both staff and volunteers to share this commitment. Successful candidates will be subject to pre-employment checks, including references and a Disclosure & Barring Service check.