**Expression of Interest**

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| **Name** |  | | |
| **Contact number** |  | | |
| **Email** |  | | |
| **Home address** |  | | |
| **Are you supported by any AfC teams?**  **If yes, who is your main contact eg, personal advisor, family support worker etc.** | |  | |
| **Why do you want to take part in the programme?** | | | |
| **Which of the potential work placements interest you? Please tick as many as apply** | | | |
| **Customer services** | Supporting the delivery of customer services across the council dealing with incoming calls, updating data and helping to assist visitors to the council buildings | |  |
| **Regularity and compliance services** | The placement will give an insight into the work of a regulatory services officer within a local government environment. The work of the team includes trading standards, pollution control, private sector housing enforcement, nuisance investigations, licensing and food safety | |  |
| **Music service** | Assistance with the running of the service including how to set up recording equipment within our recording studio including PA systems, microphones, music and mic stands. Stock management for our instrument hire service - record keeping, storage, resource allocation, admin tasks and learning about instrument repairs | |  |
| **Repairs and maintenance** | This placement will be with Axis Europe who is the provider to the housing of the repairs and maintenance service. It will involve a mix of administration and practical site visits to provide a full overview of the role, including project work, repairs and gas works | |  |
| **Community rangers** | The team collaborates with residents, organisations, service providers and partners, enabling community led activities and initiatives to take place. In this role they will take on a diverse range of tasks, responding to the needs of the community  Including environmental issues, monitoring parks and highways, dealing with abandoned bicycles, patrolling graffiti hotspots, updating community noticeboards and supporting community safety initiatives | |  |

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| **HR** | Supporting the administration work involved to deliver human resources to the council. This includes recruitment such as conducting pre-employment checks, creating electronic files, understanding how to advertise roles and carrying out research and data updates |  |
| **Business support** | The business support teams provide administrative support to a range of council teams. Trainees in this team will carry out a range of office based tasks, this may include arranging and supporting meetings, recording data, updating information, taking and transferring calls and assisting visitors |  |
| **Commissioning and procurement** | Trainees will support the development and maintenance of best practice commissioning, procurement and contract management arrangements in the Council, providing administrative and project - Helping to review and monitor the performance of some of the Council’s most important contracts. Carrying out research, benchmarking and market analysis |  |

On receipt of this form, you will be contacted by a member of the team who will discuss the opportunity with you and carry out an interview if you would like to proceed.

You will then be advised if you are offered a place on the programme. Please note, no formal qualifications are required, but you must be enthusiastic, willing to commit to the full programme and keen to move into an apprenticeship or employment.