



## **JOB DESCRIPTION**

### **1. JOB TITLE: MODERN APPRENTICE IN BUSINESS & ADMINISTRATION**

### **2. JOB PURPOSE**

The opportunity for up to two years working towards the SVQ3 qualification in Business and Administration, the Modern Apprentice will help to support implementation of the mechanisms and processes to develop a culture of participation of children and young people in the Organisation.

### **3. ORGANISATIONAL POSITION**

- **Immediate Line Manager**                      Locality Support Manager and SVQ support from Participation Officer
- **Peers**    Support Staff
- **Management Responsibilities**              None

### **4. DIMENSIONS**

If approved after the initial 6 months period, the Modern Apprentice will follow an 18 month training programme whilst supporting better participation of children and young people. There will be formal periods of review throughout the structured training programme.

### **5. PRINCIPAL ACCOUNTABILITIES**

- Help to support children and young people to collectively express their views on what they feel about the service they receive.
- Provide administrative support.
- Take part in and support Research activities.
- Participate in Inspections of Reception Services and Hearings Accommodation.

## 6. QUALIFICATIONS, TRAINING, EXPERIENCE, KNOWLEDGE AND SKILLS

- Good basic standard of education, including literacy and numeracy skills preferably with English at Intermediate 1 level/National Level 4.
- IT literate, with experience of Microsoft office packages particularly Microsoft word.
- Good administrative skills.
- Can relate well and has good communication skills with children and young people.
- Has knowledge of the Children's Hearings System
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## 7. COMMUNICATIONS

**Internal:** Reporters and Support staff, Head Office colleagues, Board Members

**External:** Children and families, External Assessors/Verifiers, key agencies, local training providers

## 8. PRINCIPAL CHALLENGE

To support the development of participation of children and young people in SCRA whilst undertaking a training programme.

*Please note:- This post is exempt from the Rehabilitation of Offenders Act (1974). Anyone having grounds established/accepted or been convicted of the following offence types will not be considered; offences against a child, offences of culpable homicide, attempted murder, assault to the danger of life, sodomy, assault and robbery involving the use of firearms, attempted rape, assault to severe injury or permanent disfigurement, assault with intent to rape, serious assault and robbery (in particular involving the use of weapons other than firearms), assault with intent to rob involving the use of firearms, fire-raising and malicious mischief causing or likely to cause great damage to property or danger to life, all Misuse of Drugs Act offences involving possession of drugs with intent to supply and supply of any controlled drugs.*