



Vacancy for

– PLACEMENT PLUS

Job Title: Administration Assistant
Contract Type: 6-month Fixed term
Salary Range: £10.90 per hour
Closing date: 21/11/2023

Job ID: **CTC1**
Location: Dumfries
Hours per week: 28

Please note this post has restrictions – applicants must be unemployed and live in the Dumfries and Galloway area to accept a placement.

Are you currently unemployed and want an opportunity to build skills and confidence in the workplace? ... Then a paid work placement may be the right choice for you.

Care Training and Consultancy are offering a paid work experience placement where an individual will get the opportunity to build workplace skills and gain experience.

What this placement looks like...

The placement is for 28 hours per week and will last 6-months. To be eligible for this exciting opportunity you must be unemployed and a resident of Dumfries and Galloway Council area and be willing to engage with workplace related learning.

While on placement you will be part of a team, working alongside colleagues and carrying out real tasks that bring value. In addition, training to support you to do the job and enhance your future work options will be provided.

Are you friendly and outgoing? Do you have previous office experience? Do you like meeting new people? Are you keen to learn new skills and join a team focussed on helping others learn?

We are looking for someone to join to our team, using your existing knowledge and skills you will offer administrative support across the organisation.

Office hours are 8.30am – 4.30pm but how your hours of 28hrs per week are worked can be negotiated, and fit in with your personal circumstances.

At CTC we believe in a team approach everyone is crucial to the success of the business. This role will be customer focussed, meeting learners as they arrive for training, answering the telephone and liaising via email.

We offer a supportive learning environment enabling everyone that works at CTC to flourish and thrive. We are a motivated group of individuals who together strive to improve the care given by those that deliver health and social care through learning and education.

Duties to include:

- Meeting and greeting learners.
- Preparation and reset of training environment.
- Diary management, and daily support to the Senior Management Team.
- Answering telephone and email enquiries in a professional manner.
- Support the Business Support Officer with marketing via social media, website and Facebook.
- As part of the administrative team supporting the learning journey both for those on training and undertaking SVQ's.



Skills and experience:

- Excellent written and communication skills
- Professional manner
- Familiar with office environments, or willing to learn and adapt
- Patience, attentiveness, efficient time management
- Good IT skills, including knowledge of Microsoft Office
- Ability to work as part of a team
- An interest or willingness to develop knowledge and skills in digital marketing
- An understanding of the health and social care sector
- Willingness to learn

In return:

- Experience of working in busy office environment
- Dedicated support and mentoring
- Encouragement to attend training/learning events
- Potential to undertake formal study via CTC

LOCATION: Care Training and Consultancy CIC, Grierson House, The Crichton Bankend Road, Dumfries, DG1 4ZE

For informal enquiries, please contact Fiona on 01387 249111.

If you would like to apply for this opportunity, please click [Placement Plus Application \(office.com\)](#)

If you need support completing the application, or if you are completing in Word format please email to placementplus@dumgal.gov.uk

In line with the funding requirements for this post all successful applicants will be required to register with Dumfries and Galloway Council's Employability and Skills Service. Support and further information will be provided.

The Employability & Skills Service also has many other ways to support you along your employment journey, so please get in touch by emailing ESS@dumgal.gov.uk