



Vacancy for

– PLACEMENT PLUS

Job Title: Administration Assistant
Contract Type: 6-month Fixed term
Salary Range: £10.90 per hour
Closing date: 10 December 2023

Job ID: HHS1
Location: Sanquhar
Hours per week: 16-30

Please note this post has restrictions – applicants must be the parent/guardian of a dependant child (under 16 years of age), 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.

Happy Hooves Sanquhar CIC 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 16-30 hours per week and will last 6-months. To be eligible for this exciting opportunity you must be a parent/guardian of a child under 16 years old, 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.

The participant will be asked to carry out general office duties – answering calls, sending emails, filing, reporting, as well as completing grant applications for funding. The participant will be given training on all aspects of running an SQA equestrian centre. There will be flexibility in working hours and days and some home working will be available to fit with parental requirements.

For informal enquiries, please contact info@happyhoovessanquhar.co.uk

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