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Apprenticeship/Return to work scheme Education Administration Education and Training

Vacancy Details

Do you have a lived experience of mental distress as well as an interest in contributing to the organisation of staff and peer training?

Are you committed and interested in a career in learning and development within a well known Mental Health Trust?

We are looking for individuals of any age but we do also want to offer opportunities to one candidate aged between 16-24. To offer access to training to young people from our local community, in this challenging employment market.

We are designing and setting up a new Recovery college. We need you to join us and help us meet our aims. You will do this through learning your trade in adult education administration and co-producing education marketing materials to offer in our Recovery College courses.

We are seeking positive and innovative administrators of the future to join a return to work scheme or an apprenticeship. You will receive a salary based upon the National Apprenticeship rate or if you are in receipt of benefits (additional monies to supplement your benefits. We have two routes in line with benefits agency advice) and a fully funded Business and Administration qualification. Please refer to the additional document on the NHS jobs website which underlines the two routes.

You do not need any formal experience or qualifications, but you do need to be keen to learn, enthusiastic, motivated, passionate and willing to seize this opportunity to gain a formal qualification coupled with on the job training. This will also help you hone your IT skills and develop competence in this area.

The Education and Training Department provides a full range of developmental activities for all of our 4,800 staff regardless of profession or job title, and support to service users and colleagues from our partner organisations. This team will support you in your endeavours.

Job Ref: **CAM12338**

Closing Date:

28 June 2013

Grade/Salary:

£20 - £97 per week
pending personal
circumstances

Interview Date:

09/07/2013

Contract Type:

Fixed Term Temporary

Staff group:

[Other](#)

Location:

[Corporate](#)

**Applications for this
post should be made
through [NHS Jobs](#)**

To find this vacancy on
NHS Jobs, search for
the job reference **334-
CAM12338**

* We reserve the right
to close any adverts
before the closing date
should we receive
sufficient applications

This is an ideal opportunity for someone willing to work with a work based buddy/ mentor, our Apprenticeship facilitator to train to be a skilled administrator.

Why are we doing this?

Because we value lived experience and we see clearly that your contribution will be invaluable to meeting our organisational aspirations.

Please do call the numbers below to discuss the opportunity, financial remuneration, the interview process, which includes a funded benefits advice/ support session to support you in making decisions about which route you will take.

For those who are not familiar with using NHS jobs to complete an application there will be an 'Applying with support' session on the 26th of June from 9:30-3pm to help you with this. This will be held at Bishopsgate Education and Training Centre, Bethlem Royal Hospital, Monks Orchard road, Beckenham, BR3 3BX. The aim of this session is to support you with registering on NHS jobs and uploading your application only. You will not get help with the details of your application as this will not be fair on other applicants, but you are welcome to bring any information (e.g. C.V, certificates) so you can complete your application form on the day.

If you will like to attend please report to reception on arrival and you will be directed to the room where this session will be held. Look forward to meeting you all.

Job Description

Contact:

John Sapani - 0203 228 2524 or Carolyn Green - 0203 228 2343

Posted: 14 June 2013