



Please note this Apprenticeship / Traineeship vacancy bulletin is updated regularly - contact the Opportunity Sheffield team if you require further information around any role. **If you wish to find out more about a vacancy below please contact [apprenticeshipready@sheffield.gov.uk](mailto:apprenticeshipready@sheffield.gov.uk) or if you would like to express an interest in applying for any of the vacancies or apprenticeships listed please send your CV to [apprenticeshipready@sheffield.gov.uk](mailto:apprenticeshipready@sheffield.gov.uk).**

**Please note: some vacancies require a CV to be sent to [sccapprenticeships@sheffield.gov.uk](mailto:sccapprenticeships@sheffield.gov.uk) instead of Apprenticeship Ready – these are outlined in the Account Manager box.**

**The vacancy reference number and Account Manager of the role you wish to apply for should be included in your email.**

Post Code	Job Title / Vacancy ID	Job Description	Closing Date	Account Manager
S7 1NQ	<b>Apprentice Painter &amp; Decorator</b>  VAC2021103337	Duties include: <ul style="list-style-type: none"><li>• Using hand tools and power tools</li><li>• Applying various types of paint</li><li>• Stripping and applying wallpaper</li><li>• Understanding health and safety and adhering to the policies for various sites</li><li>• Spray painting</li><li>• Preparing surfaces to a very high standard</li><li>• Manual handling</li><li>• Use of access equipment</li><li>• Carrying out and keeping record of safety checks</li><li>• Dealing with clients, customers and members of the public</li></ul>	28/02/2022	Sophie Mazzola
S12 4LT	<b>L2 Apprentice Office Assistant</b>	Office responsibilities: <ul style="list-style-type: none"><li>• Greet visitors and maintain the visitor book</li><li>• Process, sort and route incoming and outgoing mail</li></ul>	14/02/2022	Terry Mitchell

	VAC2022103508	<ul style="list-style-type: none"> <li>• Help maintain the organisation of the office</li> <li>• Answer enquiries via answering calls and emails</li> <li>• Monitor and manage the inventory of office supplies</li> <li>• Order and distribute office supplies as necessary</li> <li>• Assisting senior members of staff in the general running of the office</li> </ul> <p>Sales responsibilities:</p> <ul style="list-style-type: none"> <li>• Speak with and update customers regarding their order, providing general order ETA's, stock updates and any other topics in relation to a customer's order</li> <li>• Putting orders onto our internal system (full training will be provided)</li> <li>• Dealing with returns and exchanges</li> <li>• Assisting the Sales team with any issues that may arise.</li> </ul> <p>Purchasing responsibilities:</p> <ul style="list-style-type: none"> <li>• Send out purchase orders organised by the Purchasing team</li> <li>• Liaise with suppliers regarding purchase order lead times</li> <li>• Informing Purchasing team, Sales team and Business Manager of any stock issues</li> </ul> <p>Any other task the Business Manager may ask you to do.</p>		
Hillsborough, Burngreave and Attercliffe	<b>Apprentice Housing Officer x3</b>  VAC2022103500	<p>Are you enthusiastic, passionate, and committed to improving outcomes for residents of Sheffield's Council Housing Service?</p> <p>This is an opportunity to join a front-line service with scope to influence and improve the service we provide the customers of Sheffield. You will be working within a team of experienced, supportive, and motivated staff.</p> <p>You will contribute to the delivery of a high-quality service which supports customers to help them sustain their tenancies. The post will involve multi-agency working with other teams within the Council or other agencies to provide the best possible support to our customers.</p>	09/02/2022	Terry Mitchell:  <a href="mailto:sccapprenticeships@sheffield.gov.uk">sccapprenticeships@sheffield.gov.uk</a>

		<p>We are looking for applicants with a positive approach and can-do attitude who can provide a high quality, continually improving and customer driven service. Housing knowledge is not essential - we will work with successful applicants to ensure they are trained and coached to gain the knowledge needed. We also offer career progression opportunities for all our staff.</p>		
S4 7WB	<p><b>Apprentice Business Support Officer</b></p> <p>VAC2022103499</p>	<p>This is an opportunity to join a team which carries out a varied role centred around the delivery of revenue and capital programmes of work to properties across the city. You will be part of a business support service to a team of 52 staff working both in an office environment and remotely across the city.</p> <p>Our ideal candidate will be enthusiastic, a self-starter and will have the opportunity to learn and develop skills in working with and supporting customers during programmed works. You would have excellent IT Skills and be a proficient user of Microsoft Word and Excel.</p> <p>The role is full time (37 hours) and is based at Solpro Business Park, Attercliffe, Sheffield but there will also be an expectation to work remotely at home.</p>	09/02/2022	<p>Terry Mitchell:</p> <p><a href="mailto:sccapprenticeships@sheffield.gov.uk">sccapprenticeships@sheffield.gov.uk</a></p>
S1 2SH	<p><b>Apprentice Senior Business Support Officer</b></p> <p>VAC2022103497</p>	<p>Our team is based in Sheffield City Centre and provides business support across Citywide Housing to services dealing with homelessness, rehousing, housing strategy and change management.</p> <p>The role involves checking and paying invoices, posting journals, and other financial and office administration work. You will be working in support of our busy homelessness teams - a fast paced, front-line service.</p>	09/02/2022	<p>Terry Mitchell:</p> <p><a href="mailto:sccapprenticeships@sheffield.gov.uk">sccapprenticeships@sheffield.gov.uk</a></p>

		<p>You will also provide general administrative support to officers working in this area. You will provide IT system administration, project management support, and help process referrals for some of the most vulnerable people in Sheffield.</p> <p>We are looking for someone with excellent attention to detail, an understanding of finance systems to raise orders and pay invoices, and who may be used to working in a busy office environment. The ideal candidate will have excellent organisational skills and is comfortable supporting and minuting meetings attended by a range of officers and partners, where complex homelessness and rehousing cases are progressed.</p>		
S4 7WB	<b>Apprentice Tenancy Enforcement Sustainability Support Officer x2</b>  VAC2022103496	<p>The team is responsible for the enforcement of Sheffield City Council's Tenancy Conditions when breaches of tenancy occur, but also supports vulnerable tenants, leading on safeguarding for the service, with the aim of sustaining tenancies.</p> <p>The role is to act as a first point of contact for staff in the Housing and Neighbourhoods Service around Tenancy Enforcement and related issues.</p> <p>You will deal with a wide range of tenancy management concerns, as you will be providing advice, guidance and practical support to staff on breaches of tenancy conditions, tenancy enforcement and related issues.</p>	09/02/2022	Terry Mitchell:  <a href="mailto:sccapprenticeships@sheffield.gov.uk">sccapprenticeships@sheffield.gov.uk</a>
S1 2SH	<b>Apprentice Private Rented Liaison Officer</b>  VAC2022103493	<p>Private Housing Standards regulate privately owned housing throughout the city. We are a highly motivated team who have a passion for helping tenants and landlords alike, our aim is to ensure properties are safe places to live.</p> <p>As the sector continues to grow, it becomes more important for tenants to have someone to turn to when they have concerns about the properties that they call home.</p>	09/02/2022	Terry Mitchell:  <a href="mailto:sccapprenticeships@sheffield.gov.uk">sccapprenticeships@sheffield.gov.uk</a>
Hillsborough, Newfield Green,	<b>Apprentice Neighbourhood Support Officer x5</b>	<p>In the Housing and Neighbourhood Services, we have 42,000 homes. The services we provide include repairs and improvements to tenants' homes, collecting rent, managing</p>	09/02/2022	Terry Mitchell:  <a href="mailto:sccapprenticeships@sheffield.gov.uk">sccapprenticeships@sheffield.gov.uk</a>

Burngreave and Solpro Business Park	VAC2022103501	<p>lettings, looking after estates, tackling anti-social behaviour, rehousing and letting properties.</p> <p>The service we provide to Council Housing Tenants and other residents of Sheffield is rapidly changing and this is an opportunity to forge a career in our front-line service.</p> <p>The successful candidates will assist the team in providing a customer focused service committed to improving customers lives.</p> <p>The work is very busy and varied, from general advice to dealing with Anti-social behaviour, rehousing and the management of some complex cases for tenants who have varying needs.</p> <p>Some of the duties and responsibilities you'll be trained in as part of the apprenticeship will be to provide an effective and efficient reception service, telephone and administrative support service to customers, handling mail, preparing documents, storing, and retrieving and supplying information.</p>		<a href="mailto:ps@sheffield.gov.uk">ps@sheffield.gov.uk</a>
S1 2SH	<b>Apprentice Senior Assistant</b>  VAC2022103498	<p>The Home Ownership and Revenue Unit is a team within the Neighbourhood Intervention &amp; Tenant Support Service within Sheffield City Council. We coordinate the sale of Council properties under the right to buy, manage operational financial functions for the Housing Service relating Debtors and Creditors. This includes the raising of orders and approving payments for the procurement of goods and services, customer billing and overseeing the collection of all housing-related sundry debts.</p> <p>If you are a committed, enthusiastic person with positive approach to work, we could hold your key to a successful career in housing.</p>	09/02/2022	Terry Mitchell:  <a href="mailto:sccapprenticeships@sheffield.gov.uk">sccapprenticeships@sheffield.gov.uk</a>