

Graphics 16-24  
YEAR OLD

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SHEFFIELD UNITED COMMUNITY FOUNDATION

# TRAINEESHIP PROGRAMME

Contact: [joe.simpson@sufc-community.co.uk](mailto:joe.simpson@sufc-community.co.uk) to apply now.



At Sheffield United Community Foundation our **Traineeship Programme** is a fantastic opportunity to gain **work experience** and **learn new skills**, offering career pathways in the industry of your choice.

The programme is committed to making young people more employable. The programme runs for **12 weeks** and is for **16-24 year olds** that are unsure of their career path and have minimal experience and qualifications.

Over the 12 weeks you will complete over **100 hours of work experience** in the industry of your choice, undertake Functional Skills (Maths and English) and participate in educational workshops.

**SIGN UP HERE**

For more information please email [joe.simpson@sufc-community.co.uk](mailto:joe.simpson@sufc-community.co.uk).



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**yes2ventures**

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# CATERING TRAINEESHIP

## Course Includes:

- 100+ hours work experience
- Employability skills
- Maths & English
- First Aid course

## Main Responsibilities:

- Learn general knife and culinary skills
- Gain a health and hygiene certificate
- Prep food in mass to be delivered to local restaurants
- Learn a variety of cooking techniques
- Develop teamwork and confidence



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## GRAPHIC DESIGN TRAINEESHIP

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## GROUNDSMAN TRAINEESHIP

### Course Includes:

- 100+ hours work experience
- Employability skills
- Maths & English
- First Aid course

### Main Responsibilities:

- Working with different design software to create artwork ready for proofing and manufacture. These include: Vehicle Signage, Banners, Shop Signage, Business Cards, Leaflets and more
- No experience in design required, however a keen eye for detail, basic computer knowledge and creative imagination would be key to this role

### Course Includes:

- 100+ hours work experience
- Employability skills
- Maths & English
- First Aid course

### Main Responsibilities:

- Maintaining condition of grass & artificial pitches
  - Laying out & marking pitches
- Mowing, watering & fertilising playing areas
- Keeping surrounding facilities clean & tidy
- Performing other duties if required

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## OFFICE ADMINISTRATION TRAINEESHIP

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### Course Includes:

- 100+ hours work experience
- Employability skills
- Maths & English
- First Aid course

### Main Responsibilities:

- Restructuring folders on our online servers: archived and removing old files
  - Update and maintain customer databases
  - Marketing and updating social media platforms
- General office tasks such as filing, shredding, checking and placing orders for office supplies

## RETAIL TRAINEESHIP

### Course Includes:

- 100+ hours work experience
- Employability skills
- Maths & English
- First Aid course

### Main Responsibilities:

- Help customers find and choose products
  - Welcome customers into the store
  - Provide outstanding customer service
  - Assist on financial transactions
- Help with replenishing stock, including receiving and stocking merchandise

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## SALES & MARKETING TRAINEESHIP

### Course Includes:

- 100+ hours work experience
- Employability skills
- Maths & English
- First Aid course

### Main Responsibilities:

- Trainees will work on advertising campaigns and follow up enquiries
- You will work closely with designers, creating advertising banners and artwork
- No experience needed, however a drive to meet targets, confidence and the ability to speak clearly to customers would be beneficial

16-24  
YEAR OLD

## SIGNAGE & MANUFACTURE TRAINEESHIP

### Course Includes:

- 100+ hours work experience
- Employability skills
- Maths & English
- First Aid course

### Main Responsibilities:

- Trainees will be working in the manufacturing process of signs. This includes, vinyl graphics preparation / fitting, vehicle signage, shop front signage, LED signage
- No experience needed however a keen eye for detail and experience using power tools to accomplish finished products would be beneficial

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## COMMUNITY COACH TRAINEESHIP

### Course Includes:

- 100+ hours work experience
- Employability skills
- Maths & English
- First Aid course

### Main Responsibilities:

- To assist with the delivery & planning of sessions
- Coaching sports games & training sessions
- Assist the lead coach setting and clearing up at sessions
- Work with young people aged 6-18 of all abilities
- Develop leadership & confidence skills



16-24  
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## WAREHOUSE OPERATIVE TRAINEESHIP

### Course Includes:

- 100+ hours work experience
- Employability skills
- Maths & English
- First Aid course

### Main Responsibilities:

- Picking and allocating stock to specific orders
- Drop and fill extra stock to ensure that stock is replenished
- Keep the warehouse and work spaces clear, ensuring general cleanliness is kept on top of
- Debagging and organising orders to ensure that the production process runs as smoothly as possible
- May be required to operate a heat press - full training will be provided for this
- Carry out quality control checks before packaging and shipping out orders to customers

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# FACILITIES MANAGEMENT TRAINEESHIP

## Course Includes:

- 100+ hours work experience
  - Employability skills
  - Maths & English
  - First Aid course

## Main Responsibilities:

- Assist with the operational facilities of the club
- Site Inspections (Reporting faults and checking of buildings, surfaces and facilities.)
- Assist in making sure appropriate health and safety/security measures are in place, maintained and improved in line with current legislation and COVID recovery policies.
  - Help set up & clean away facilities and areas for customer use.
  - Customer liaison (Taking pitch and event bookings)
    - Matchday work optional.

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