

**AGES
16-24**



**COMMUNITY
FOUNDATION**

TRAINEESHIP PROGRAMME

Contact connor.murphy@sufc-community.co.uk to Apply Now



COMMUNITY
FOUNDATION

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 **connor.murphy@sufc-community.co.uk**



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IN PARTNERSHIP WITH:



CATERING TRAINEESHIP

Course Includes:

- 100+ Hours Work Experience
- Employability Skills
- Maths & English
- First Aid Course
- Free Sheffield United Trainee Hoodie & T-Shirt

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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IN PARTNERSHIP WITH:



GROUNDSPERSON TRAINEESHIP

Course Includes:

- 100+ Hours Work Experience
- Employability Skills
- Maths & English
- First Aid Course
- Free Sheffield United Trainee Hoodie & T-Shirt

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

Course Includes:

- 100+ Hours Work Experience
- Employability Skills
- Maths & English
- First Aid Course
- Free Sheffield United Trainee Hoodie & T-Shirt

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



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IN PARTNERSHIP WITH:

St Luke's

Sheffield's Hospice

RETAIL TRAINEESHIP

Course Includes:

- 100+ hours work experience
- Employability skills
- Maths & English
- First Aid course
- All trainees will be guaranteed an interview with Sheffield United upon completion of the programme
- Free Sheffield United Trainee Hoodie & T-Shirt

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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COMMUNITY COACH TRAINEESHIP

Course Includes:

- 100+ Hours Work Experience
- Employability Skills
- Maths & English
- First Aid Course
- Free Sheffield United Trainee Hoodie & T-Shirt

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



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IN PARTNERSHIP WITH:

KITLOCKER HOME



FOOD CIRCLE
SUPERMARKET

AGES
16-24

WAREHOUSE OPERATIVE TRAINEESHIP

Course Includes:

- 100+ Hours Work Experience
- Employability Skills
- Maths & English
- First Aid Course
- Free Sheffield United Trainee Hoodie & T-Shirt

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 provided)
- Carry out quality control checks before packaging and shipping out orders to customers



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IN PARTNERSHIP WITH:

The Suit Works

AGES
16-24

WARDROBE & CLIENT ASSISTANT TRAINEESHIP

Course Includes:

- 100+ Hours Work Experience
- Employability Skills
- Maths & English
- First Aid Course
- Free Sheffield United Trainee Hoodie & T-Shirt

Main Responsibilities:

- Work with The Suit Works fabulous volunteer team and ensure clothing is picked, prepped and ready for clients attending for appointment
- Process deliveries of donated clothing and sort through and identify suitable clothing
- Prepare retained clothing as follows: Check for minor repairs, steam & iron items if needed, add to dry cleaning if needed, clean & label shoes, hang clothing & arrange in main stock ensuring placed in size order and create eye catching displays



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IN PARTNERSHIP WITH:



E-TRADING TRAINEESHIP

Course Includes:

- 100+ Hours Work Experience
- Employability Skills
- Maths & English
- First Aid Course
- Free Sheffield United Trainee Hoodie & T-Shirt

Main Responsibilities:

- St Luke's have established a growing online trading operation on eBay which makes a substantial contribution to their retail operation. Teams of volunteers help them spot and research antiques and collectable items which are donated to St Luke's stores across Sheffield
- No previous experience is needed as full training will be provided
- The role would suit those with an interest in IT, photography, fashion, online trading and the research of collectables and unusual items
 - Ebay Packing - Wrapping items sold on the online store
 - Securely packing parcels & booking them in with our courier
 - Photographing items for Ebay (Camera and training provided)
- Researching items online to find further details and average selling price
- Listing items on online shop ready for sale.



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IN PARTNERSHIP WITH:



FACILITIES MANAGEMENT TRAINEESHIP

Course Includes:

- 100+ Hours Work Experience
- Employability Skills
- Maths & English
- First Aid Course
- Free Sheffield United Trainee Hoodie & T-Shirt

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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