

Training Position	Trainee Administrative Assistant
Training Allowance/ Bursary	£15000 per annum, pro rata, exempt from tax and NI deductions
Period of Training	12 months, subject to periodic reviews
Hours/Days Required	Flexible/Hybrid Working
Placement Organisation	Leeds Trinity University
Responsible to	Head of Learning & Development & PATH Project Manager
How to Apply	Complete a PATH Traineeship Application Form available from the work placements page of our website, www.pathyorkshire.co.uk and email to betterfutures@pathyorkshire.co.uk before closing date and time.
Closing Date	Friday 15th July 2022, 4pm

About the Placement Organisation

A small university with a big reputation. Leeds Trinity University are proud to offer a personal and inclusive university experience that gives every student the support to realise their potential. Our students say it, our alumni say it and our staff say it – you really are a name, not a number, at Leeds Trinity University. Located on a beautiful campus six miles from Leeds – one of the UK’s best student cities – we’ve been providing outstanding, student-centred higher education for more than 50 years.

Purpose of the Placement

The trainee will work within the Learning and Development team, which is part of the wider HR Department at Leeds Trinity University. We are a small team of two at present and would like to offer a trainee the opportunity to learn more about the administrative arrangements that are involved in Learning and Development. The trainee will help us to maintain our L&D database, deal with enquiries, send out joining instructions for training events, set up meetings, and liaise with external trainers. At the end of the placement the trainee will have gained great IT and administrative skills, which will be transferable to any role, as well as a good understanding of the role of L&D and HR, which will be invaluable if they choose to pursue a career in HR in the future.

Work Skills Development

The trainee will learn the following:

- How to deal with day to day enquiries, usually via email;
- How to use Outlook to manage their own and other people’s diaries;
- How to use Microsoft Teams, Forms, Excel and Powerpoint;
- How to set up meetings;
- How to use our L&D database system to keep our L&D events calendar up to date;
- What is needed to make sure an L&D event runs smoothly;
- Why Learning and Development is important within an organisation.

Personal Development

- **Further training** and experiences may be gained as appropriate.
- Gain **Job Search** skills and Employability skills: training will be made available and trainees are expected to attend.

SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

IMPORTANT: Use these selection criteria to guide your answers in the COMPETENCY STATEMENT section of the PATH Better Futures Application Form.

QUALIFICATIONS & ATTAINMENTS	Essential Criteria	Desirable Criteria	Method of Assessment
Minimum GCSE Maths and English at Grade C, or equivalent	X		Application & Interview
SKILLS & COMPETENCIES	Essential Criteria	Desirable Criteria	Method of Assessment
Able to deal with others in a polite and helpful manner	X		Application & Interview
Able to work accurately with excellent attention to detail	X		Application & Interview
Able to write clearly and communicate effectively with people on the phone, by email and face to face.	X		Application & Interview
Able to work well as part of a small, friendly team	X		Application & Interview
KNOWLEDGE & EXPERIENCES	Essential Criteria	Desirable Criteria	Method of Assessment
IT literate with some knowledge of Microsoft Office	X		Application & Interview
An interest in Human Resources		X	Application & Interview
An interest in Learning and Development (L&D)	X		Application & Interview
An understanding of what L&D does within an organisation		X	Application & Interview
BEHAVIOURAL & VALUES	Essential Criteria	Desirable Criteria	Method of Assessment
Passionate about Learning and Development; keen to learn.	X		Application & Interview
Able to work flexibly and respond to changing demands	X		Application & Interview
A desire to provide excellent customer service.	X		Application & Interview

Disclaimer

- Training Allowance is exempt from Tax and National Insurance.
- PATH Traineeship is a work-based training/placement and not an employment.
- No job guarantees at the end of the placement period.

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS, the trainee will work with

- General Public Factory Work Other Agencies
Children People with learning difficulties Clients in their own home resident or hostel

B. PHYSICAL CONDITIONS:

1. Work is conducted in the main

- Indoors Outdoors Sitting
Standing Walking Office Accommodation

2. The training will involve

- Lone Working Working out on the Estate Working underground
Climbing Working on the Counter Working in Void Properties
Bending Manual Handling tasks Working in confined spaces
Stretching Working at Heights Contact with discarded needles
Driving Potentially working in a smoking environment
Cash Handling Use of Display Screen Equipment

C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	n/a
Protective Clothing	n/a
Type of Vehicle (other than car)	n/a
Other equipment used	n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.