



Issue No 1

9th January 2012

Opportunities Bulletin

Regular update on employment, training, voluntary opportunities

Employment:

Remember to check www.direct.gov.uk for jobs advertised by Jobcentre Plus

New website to check www.solihullforsuccess.com Solihull businesses can post vacancies on this site so make a regular date to check the jobs being advertised

www.notgoingtouni.co.uk is aimed at showing the opportunities that exist outside of University – there are links to employers and Apprenticeships

Have you considered the following Websites:

Birmingham Evening Mail

www.birminghammail.net

Local jobs are also advertised in the Mail newspaper mainly on Thursdays.

Employment Finder

www.employment-finder.co.uk

This is recruitment agency search engine. Go to town or city, select area of work required. Click on company or job title

West Midlands Jobs

www.wmjjobs.co.uk

All local education and public sector jobs in the West Midlands

Keep checking our display boards for further information

This bulletin is part of our Placing Service which supports young people in Solihull into appropriate training or employment opportunities. The information on this bulletin will help you know what is currently available - it is not a comprehensive list or a recommendation from Connexions. To find out more and access full support contact one of our Centres: Chelmsley 0121 770 1861/ Shirley 0121 251 1800/ Solihull Library 0121 704 6711/ The B@se at Kingshurst 0121 717 5809
www.solihull.gov.uk/Connexions



Customer Service Advisor

This is a telecommunications industry, operating telephone and maintenance systems, CCTV and Mobile telephone systems.

Duties will include answering the telephone, dealing with customer enquiries as a first point of contact for sales enquiries.

Answering customer emails and general office duties.

Hours of work are 37.5 per week, Monday – Friday with possible Saturday work with a day off in the week.

Salary - £97.50 per week.

Training – you will achieve an NVQ Level 2 in Customer Service and also Key Skills.

The job will be based in Shirley.

To Apply – send your CV with a covering letter to Joan Hoole at:-
joan.hoole@positiveoutcomes.org.uk



Office Junior/Trainee in Business Admin

The above company, who make and fit Kitchens and Bedrooms, is looking for someone who is computer literate, with a good knowledge of Word, Excel, Outlook (emails) and Publisher.

The successful candidate will be working alongside an existing employer and helping them with processing orders, checking and replying to emails and other general office duties.

The job is based in Chelmsley Wood.

Hours are:- Monday – Friday 9am – 4.30pm but may be required to work the odd Saturday.

Wage:- national minimum wage.

To apply:- send a copy of your CV (not essential) or an expression of interest email saying why you are interested in the job and what experience or knowledge you have of computers, to:-

sales@larkandlarks.co.uk

JOB VACANCY: Trainee Administrator**CLOSING DATE: FRIDAY 13th January 2012****JOB VACANCY NOTIFICATION – REF: EAT**

<p>Employers Name: Keepmoat Homes (Frank Haslam Milan - West Midlands)</p> <ul style="list-style-type: none"> • Regeneration House, Gorseley Lane, Coleshill, B46 1JU <p>Activity of Employer: Specialist new home builders across Yorkshire, the Midlands, the North East and North West.</p>	<p>Application process:- Providers' clients:-</p> <ul style="list-style-type: none"> • Complete an on-line Expression of Interest form at www.birmingham.gov.uk/eat-eoi • CV to eateam@birmingham.gov.uk <p>Please insert your NAME and 'Trainee Administrator' in the subject heading of your e-mail.</p> <p>Queries: Please contact your Advisor.</p> <p>Jobcentre Plus clients:-</p> <ul style="list-style-type: none"> • Submit CV to Jobcentre Plus.
<p>Job Vacancy: Trainee Administrator Location: Coleshill Office</p> <ul style="list-style-type: none"> • To provide a comprehensive administrative service and support service to all departments. • To work with the PA to the Regional Managing Director to ensure provision of an administration service to the company. • Key Task – Filing , Typing, Post distribution, Reception/Telephones, Photocopying, Archiving etc • The successful applicant will also enjoy working as part of a close knit team working with the other admin staff as required. 	<p>Minimum Standards / Skills / Qualifications and Experience required for the role:</p> <ul style="list-style-type: none"> • A good working knowledge of Outlook, EXCEL and WORD • Good reading, writing and speaking skills • Some experience of office work
<p>Salary: To be confirmed.</p>	<p>Interview date: To be confirmed @ Coleshill Office</p>
<p>Start on TBA</p>	<p>Hours of work: 8.30am – 5.00pm (1 hr lunch)</p>

This bulletin is part of our Placing Service which supports young people in Solihull into appropriate training or employment opportunities. The information on this bulletin will help you know what is currently available - it is not a comprehensive list or a recommendation from Connexions. To find out more and access full support contact one of our Centres: Chelmsley 0121 770 1861/ Shirley 0121 251 1800/ Solihull Library 0121 704 6711/ The B@se at Kingshurst 0121 717 5809
www.solihull.gov.uk/Connexions

JOB VACANCY: Trainee Administrator – Graphic Design Bid- Co-ordinator**CLOSING DATE: FRIDAY 13th January 2012****JOB VACANCY NOTIFICATION – REF: EAT**

<p>Employers Name: Keepmoat Homes (Frank Haslam Milan - West Midlands)</p> <ul style="list-style-type: none"> Regeneration House, Gorseley Lane, Coleshill, B46 1JU <p>Activity of Employer: Specialist new home builders across Yorkshire, the Midlands, the North East and North West.</p>	<p>Application process:- Providers' clients:-</p> <ul style="list-style-type: none"> Complete an on-line Expression of Interest form at www.birmingham.gov.uk/eat-eoi CV to eateam@birmingham.gov.uk <p>Please insert your NAME and 'Trainee Administrator' in the subject heading of your e-mail.</p> <p>Queries: Please contact your Advisor.</p> <p>Jobcentre Plus clients:-</p> <ul style="list-style-type: none"> Submit CV to Jobcentre Plus.
<p>Job Vacancy: Trainee Administrator – graphic Design Bid Co-ordinator Location: Coleshill Office</p> <ul style="list-style-type: none"> To provide a comprehensive administrative and graphic design service to the Land & Partnerships team to develop and continually improve company bids. To work with the Land & Partnerships team to ensure provision of an administration service and production of high quality bid submission. Key Task – Company bids – To assist in the production of visual/written company submissions. Managing the contract awards updates via OJEU Information & Communication – Updating the procurement knowledge centre. Administration, Bid auditing, Data collection <p>The successful applicant will also enjoy working as part of a close knit team working with the other admin staff as required.</p>	<p>Minimum Standards / Skills / Qualifications and Experience required for the role:</p> <ul style="list-style-type: none"> A good working knowledge of Outlook, EXCEL, WORD, Power point Photoshop or similar + (other packages would be advantage) Good reading, writing and speaking skills Some experience of office and similar work
<p>Salary: To be confirmed.</p>	<p>Interview date: To be confirmed @ Coleshill Office</p>
<p>Start on TBA</p>	<p>Hours of work: 8.30am – 5.00pm (1 hr lunch)</p>

This bulletin is part of our Placing Service which supports young people in Solihull into appropriate training or employment opportunities. The information on this bulletin will help you know what is currently available - it is not a comprehensive list or a recommendation from Connexions. To find out more and access full support contact one of our Centres: Chelmsley 0121 770 1861/ Shirley 0121 251 1800/ Solihull Library 0121 704 6711/ The B@se at Kingshurst 0121 717 5809
www.solihull.gov.uk/Connexions

Training:

Kingsbury Training needs you!!



Kingsbury Training are redeveloping parts of their building and we are looking for trainees to help. You don't need to have any experience just a desire to learn and willingness to work hard.

On enrolling with us we will put you through the qualifications you need to work on a building site;
 Health and Safety and Manual handling
 Be safe qualifications
 Most importantly your CSCS card to allow you to work on the building site.

You will also work towards the competition on a City and Guilds qualification in either: Bricklaying, Carpentry or Painting and decorating.

You will be helping to build new buildings and redevelop old ones on an existing site, so this will involve the regeneration of a listed building and brand new building work.

All of these courses are free* to young people aged 16 – 24 and could lead to an apprenticeship or full time job in your chosen area.

We may even be able to help with your travel costs and pay a training allowance too. We will also be offering support in preparing for Apprenticeship entry tests by running English, Maths and IT sessions.

If you are interested check out our website

www.kingsburytraining.com

or call us on 0121 384 3886 and speak to a member of staff for more information or book in for an interview now.

***free to all 16 – 18 year olds and most 19+ learners subject to funding ask for details**



Kingshurst Training are recruiting for Step Up Programme for those aged 16-18 who are not in education, training or employment

Starting: 30th January 2012

Ring Elaine: 0121 788 1001 for interview

Or visit website for details: www.kingshurst-training.com/index.htm



Solihull College are recruiting for Entry to Employment for those aged 16-18 who are not in education, training or employment

Starting: January 2012

Ring Solihull College: 0121 678 7000 for details

Your future starts here... INITIATE it!

If you're aged 16-18 (or up to 24 if you have a learning need or disability) and aren't in education, employment or training, we can help you!

Location: Fordbridge Centre
Nineacres Drive
Chelmsley Wood
B37 5DD

Date: Friday 13th January - **Recruitment Day**

Start Time: 2:00pm

End Time: 3:30pm

Our Initiate programme will give you:

- access to over **250 employers with jobs**
- access to an **Event Stewarding Course**
- **apprenticeship** opportunities and **work placements**
- training and **sector-specific skills**
- **regular rewards**

**To find out more... call Steve on 07772 185 371
or text 'Initiate' to 07545 251 724
or email: initiate@workinglinks.co.uk**

This bulletin is part of our Placing Service which supports young people in Solihull into appropriate training or employment opportunities. The information on this bulletin will help you know what is currently available - it is not a comprehensive list or a recommendation from Connexions. To find out more and access full support contact one of our Centres: Chelmsley 0121 770 1861/ Shirley 0121 251 1800/ Solihull Library 0121 704 6711/ The Base at Kingshurst 0121 717 5809
www.solihull.gov.uk/Connexions

Apprenticeships:



Thompson Motor Services

Thompson Motor Services are looking for an Apprentice to work on HGV Trucks and Commercial Truck trailer units.

The Applicant will carry out general maintenance and repairs work on diesel engines and other vehicle operating systems.

Applicants who have experience of car servicing and repairs will also be considered and should be willing to learn the truck side of the repair business.

The successful applicant will attend Solihull College one day a week and will gain an NVQ Level 3 in Heavy Vehicle Maintenance.

Wages:- £104 per week

Hours:- 40 hours per week, hours to be confirmed.

To apply call Neil Warren or Ross Baker on 01623 410 030



Railway Engineering Apprenticeship

The company operate in the railway maintenance industry and carry out repairs on railway tracks.

Applicants will attend Burton-upon-Trent College 3 days a week to train for a 4-6 week period, up to 30 hours per week from 9am – 3.30pm.

Support will be given to Key Skills Level 1 in Maths and English.

Wage:- £2.60 per hour whilst training.

Due to the nature of the industry, applicants must be 17 $\frac{1}{2}$ – 18 years of age for entry level.

Applicants should be aware that, when starting full time employment with a railway contractor, the hours will include weekend work.

Anyone interested in this opportunity should telephone:-
Christina Chambers, Apprenticeship co-ordinator for Intertrain UK Ltd on:-

01302 302811 for further details.

Voluntary:



Princes Trust will be recruiting for their next course through Solihull College.

Start: 30th January 2012

Venue: Woodlands Campus

Contact: Stuart Toogood or Fae Palmer

Contact Solihull College: 0121 678 7000 ask for Princes Trust Team

For those aged 16-25