Coastal One Stop Shop…for all things HOT!!

W/C 18.01.2021

***Provision Including SWAPS and Mentoring Circles for the next 3 to 4 weeks.***

**Age Name Start Date**

19-25 Step up to Apprenticeships 18th January 2021 (Info session only then starting 25th)

19+ NCS - Tune your application – Part 2 20th January 2021

19+ Step Up Apprenticeships – Sizewell w/c 25th January 2021 and 15th February 2021

16+ Social Mobility Apprenticeship (DRT) 1st February 2021 (info at the bottom of the page)

Coming Soon Sentinel Leisure - Various placements available, 6 week SWAP Keep an eye out for further information

Any Age BT Openreach – Women and Openreach 20th January 2021

Any Age Microsoft Employability Skills Workshops wc 18th and 25th January Tue/Wed/Thurs each week.

***Apprenticeships -*** [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

* Apprentice Mentor, Moore Networking Limited, Lowestoft (at East Coast College). Level 3.
* Apprentice Technical Administrator, Wellington Construction Ltd, Lowestoft. Level 3
* Nursing Cadets – JPH, Gorleston
* Heritage Engineering Apprenticeship (Classic Vehicle Restoration), Tudor & Black Ltd, Leiston. Level 3.
* EDF –Sizewell-Engineering Maintenance Apprenticeship – Indeed or Find a Job
* EDF –Sizewell-Nuclear Engineering Degree Apprenticeship – Indeed or Find a Job
* EDF –Sizewell B-Civil Engineer – Indeed or Find a Job
* EDF – Sizewell - Chemistry – Indeed or Find a Job
* AVIVA - Technology (IT) Apprentice and Graduate Opportunities – AVIVA webpage or contact Lowestoft EA Team before **28.1.21**

***Kickstart Vacancies (16-24 Year Olds)***

Biffa PLC (Transport Assistant) – Apply by **29.01.2021**

N.I.C Services Group Ltd - (Assistant Mobile Support / Store Cleaning Manager Designate) – Apply by **31.01.2021**

HEART Education Trust (Graduate Primary Teaching Intern / Trainee EYFS Teaching Assistant / Trainee SEND Teaching Assistant / Trainee Teaching Assistant) – Apply by **31.01.2021**

Places for People Group Limited (External Grounds Maintenance / Internal Cleaning Placements) Norwich – Apply by **31.01.2021**

Hales (Admin Support) NR32 – 25hpw - Apply by **01.02.2021**

Anglian Windows (Installer Labouring Assistant / Assistant Manufacturing Operative / Junior Administrator Trainee x2 / Junior Warehouse Assistant) – Norwich **12.02.2021**

Net Matters (Receptionist) NR18 – 40hpw - Apply by **30.04.2021**

For more information, please visit: [www.jobhelp.campaign.gov.uk/kickstart](http://www.jobhelp.campaign.gov.uk/kickstart)

***Jobs***

***EO Roles within the Jobcentre – CLOSES 20.01.21***

***Reference: 93050***

[***LINK HERE***](https://www.civilservicejobs.service.gov.uk/csr/index.cgi?SID=c2VhcmNoX3NsaWNlX2N1cnJlbnQ9MSZ1c2Vyc2VhcmNoY29udGV4dD0xMTc4NzQzMTYmcGFnZWNsYXNzPUpvYnMmY3NvdXJjZT1jc3FzZWFyY2gmcGFnZWFjdGlvbj12aWV3dmFjYnlqb2JsaXN0JmpvYmxpc3Rfdmlld192YWM9MTcwMjU3NyZvd25lcj01MDcwMDAwJm93bmVydHlwZT1mYWlyJnJlcXNpZz0xNjEwNTUyMDcyLTEzZTVlNTBjOWVkMGQ2ODkyZjFkZDI5NzJmZGIxYjZjYWM4MzVkZGM=) ***– Most offices within East Anglia***

Broome Place Estate (near Ditchingham) - General Handyperson – 1 or 2 days a week & Gardening / Grounds and Equipment Maintenance – 2 or 3 days a week.

(CV’s to [broomeplace@outlook.com](mailto:broomeplace@outlook.com) or call Giavanna on 07814 722857 for more information)

Bernard Matthews – Holton - Night Shift Sanitation Operative – 19:00-05:40 4 on 4 off / Day Shift Process Controller – Details TBA – Email Name and Telephone number to: [lowestoft.employeradvisors@dwp.gov.uk](mailto:lowestoft.employeradvisors@dwp.gov.uk)

**Find A Job**

**Beccles**

Care Assistant, full-time, £8.82-9.05 per hour, Healthcare Homes Group

Community Unit Lead / Senior Therapist, full-time, £38890-44503 per year, NHS Jobs

**Bungay**

Delivery Driver, £420 per week, 4 hours per day, NewsTeam Group Ltd

**Lowestoft**

Class 1 HGV Drivers, £11.50-12.50 per hour, full-time, The Best Connection

Industrial Sewing Machinist, £8.72 per hour, full-time, Hales Group

Warehouse Manager, full-time, Hales Group Ltd

Support Worker, £11-14 per hour, part-time, Diamond Resourcing Ltd

Deputy Manager, £45000 per year, full-time, CS UK Recruitment Ltd

Registered Nurse (RGN/RMN), part-time, Barchester Health Care

2nd Chef, part-time, Barchester Health Care

Housekeeping Assistant, part-time, Barchester Health Care

Kitchen Assistant, part-time, Barchester Health Care

Clinic Assistant, £18005-19337 per year, full-time, NHS Jobs

**Framlingham**

2nd Chef Bank, part-time, Care UK

Catering Assistant, full-time Care UK

**Indeed**

Store Assistant, £9.40 per hour, Aldi Lowestoft

Live In Care Assistant, £570-800 per week, Elder, Lowestoft

Supermarket Cleaners, £8.72 per hour, Norton Jones Group, Lowestoft

Retail Assistant – Online Picking, £8.72, Iceland Lowestoft

Marketing Apprentice, £10000 a year, Any & All Services Ltd Lowestoft

Inclusion Administrator, £18562-18933 pro rata 15 hours per week term time only, Poplars Primary School Lowestoft

Netting Trainee, full-time apprenticeship, Harrod UK Lowestoft

Cleaner, £8.72 per hour, Best Connections Lowestoft

Medical Receptionist, £9.08 per hour, part-time, Rosedale Surgery Lowestoft

Replenishment Assistant, Cherry Lane Fritton

***SIZEWELL OUTAGE 2021***

NRL have been successful in securing the 2021 Statutory Outage at Sizewell B with Engie & are looking for a team of 100 local operatives to undertake General Duties & Domestic Cleaning roles.

They operate a solely local labour recruitment model to provide local people with transferrable skill sets the opportunity to get into the nuclear industry. They provide all the necessary training that is needed to undertake the role & put candidates through their nuclear clearance to access the site. This is a great opportunity to get into the industry and hopefully gain other work off the back of the outage.

Your Work Coach has more details: Any interested applicants can apply online at [www.nrl.co.uk/szb](http://www.nrl.co.uk/szb)

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***Seasonal Recruitment for 2021***

**Park Name Open Day Date How to Apply**

### Pleasurewood Hills \*Applications are now closed\*

**Kessingland Beach** Unknown <http://www.parkdean-resorts.com/recruitment/overview.aspx>

Reception, Complex, Housekeeping, Lifeguard, Security and Maintenance/Grounds

(If the vacancies are not live online yet then please email [lowestoft.employeradvisors@dwp.gov.uk](mailto:lowestoft.employeradvisors@dwp.gov.uk) for A/Form)

**Haven**  Jobs Now on Indeed <https://havencareers.co.uk/search-results/>

**Bourne Leisure** Unknown <https://pleasurewoodhills.com/our-park/jobs/>

**Africa Alive** Unknown <https://www.africa-alive.co.uk/about-us/jobs/>

For more information, please visit the respective websites or contact an Employer Advisor

***Women into Construction***

Morgan Sindall and Lovell, who will be responsible for the new Marina Centre and the James Paget Expansions in Great Yarmouth and Gorleston respectively are looking for Women looking to either Get into Work or to Retrain in the Construction Industry. Construction is not all about bricklaying, carpentry, plumbing or electrics, it also encompasses other roles.

20 places for women (unemployed, returners, retraining) interested in careers in construction, to join the 4-week programme that starts week commencing 7th June.

Between the 1st Feb and 7th June, there will be fortnightly activities on a Monday for local women to build insight before the Programme starts.

Even if your claimants are unsure, why not get them to join for the information as the target is to get 50% of women go into either Further Education or Employment in the sector, following this programme.

More information will be published soon, but to register interest please send the names, age and contact number of interested parties to [LOWESTOFT.EMPLOYERADVISORS@DWP.GOV.UK](mailto:LOWESTOFT.EMPLOYERADVISORS@DWP.GOV.UK) ***Closes COP 22.1.21***

***Voluntary Position***

Communications and Development Volunteer

To support the Communications & Development Manager in building the profile of Suffolk Artlink and fundraising from individuals and businesses. For 7.5 hour per week. The Location is flexible for this role although travel expenses of up to £10/day can be reimbursed for any travel undertaken, including journeys to our offices in Halesworth..

Responsibilities include:

* Supporting the development and delivery of social media strategy
* Carrying out marketing desk research
* Supporting the delivery and promotion of fundraising activities
* Updating web content, Media contact data management

### Person Specification

We’re looking for a friendly, creative and proactive individual with an interest in communications, fundraising and/or creative arts. You might be seeking work experience in the arts or charity sector, or perhaps you’re looking for an opportunity to give back to your community? You’ll have good organisational and time management skills as well as the ability to work as part of a small, busy team and on your own initiative. A confident communicator, you’ll bring a personable approach to supporting Suffolk Artlink in our work. Experience of using MS Office or G Suite (Gmail etc) and Adobe design software and social media platforms including Twitter, Instagram and Facebook is desirable, but not essential. To an extent, the role can be adapted to suit the skills, ambitions and circumstances of the successful candidate.

### To apply: Apply in writing with a CV to Rachael Murray, Communications and Development Manager: [rachael@suffolkartlink.org.uk](mailto:rachael@suffolkartlink.org.uk) - Explaining why you’d like to be considered for the role, your longer term ambitions and relevant experience and availability. Short-listed candidates will be invited to attend an informal online interview.

**Social Mobility Apprenticeship SWAP (DRT) 1st February 2021**

Candidates will undertake a SWAP planned for W/C 01/02/21 and will need to take part in an informal interview following the SWAP.

Email CV and Questionnaire to : [Lowestoft.employeradvisors@dwp.gov.uk](mailto:Lowestoft.employeradvisors@dwp.gov.uk) in the first instance

Candidates must be:

* Registered Unemployed and lacking qualifications, with little or no work history (finding this is a barrier to work)
* No Qualifications at Level 2 or above (e.g. GSCE grades A-C or equivalent)
* Holds a level 2 or above but who will acquire new substantive skills.
* Open to vulnerable groups; care leavers and ex-offenders, as well as Service veterans and their spouses.
* Aged 16 or over
* British National, National of the European Economic Area (EEA), National of the European Union (EU), Citizen of the Republic of Ireland (Eire), Commonwealth Citizen and have permission to work in the country, British Protected Person
* Willing to undertake a Level 3 Qualification in Customer Service.

This is an 18 month Fixed Term Appointment starting on 22nd March 2021

* On a daily basis you will work in an office as part of a team. Full training will of course be provided.
* You will need to be IT literate as you will use multiple IT systems.
* You will complete mandatory reconsiderations where customers ask for decisions on their benefit claim to be looked at again. You will need to examine significant volumes of evidence and often contact the customer by telephone to discuss their case and clarify conflicting information, considering the relevant legislation to make a decision on matters related to the case.
* You will need to provide verbal and written explanations of decisions.