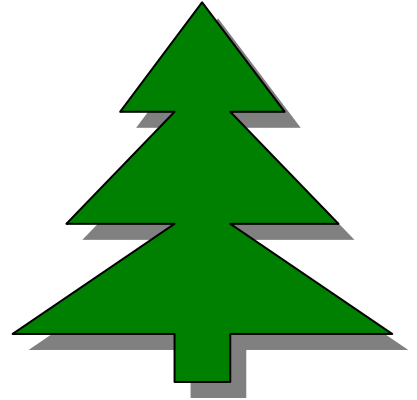


CHOICES



The Participation Team would like to wish you all a Merry Christmas and we look forward to seeing you in the New Year.

The Choices Centre will be closed at 4pm 24th December 2012 for the Christmas period and will reopen in the New Year on Wednesday 2nd January 2013.



DATE OF ISSUE: 7TH DECEMBER 2012

If you are interested in any of these opportunities, need help with a job application form or your CV, please contact us on (01983) 525927 or call in and see us:

Participation Team, 29 High Street, Newport

Monday – Thursday (9:30am - 12:30pm and 1:00pm – 4:30pm)

Friday (9:30am - 12:30pm and 1:00pm – 4:00pm)

Vacancies advertised in this bulletin are 'live'/current at the Date of Issue. The vacancies listed are from external sources and thus the Participation Team accepts no liability relating to the availability of the positions advertised. The vacancies are also advertised on our website www.iwight.com/choices

VACANCIES ON GOV.UK

If you are interested in any of these vacancies or would like more information, visit:

www.gov.uk

or telephone the Jobcentre Plus search helpline on 08456 060 234

LOCATION: COWES

Cleaner	Co-op	Ref: NIW/14615
Hours: 12 p/w Monday – Saturday, 6:30am – 8:30am		Wage: £6.19 p/h
Duties include sweeping, mopping and buffing the sales floor and back of house areas, emptying bins, cleaning toilets and canteen. Please apply via our website www.tandhcontractservicesltd.co.uk		

LOCATION: NEWPORT

Cleaning Operative	GSF Sandylight	Ref: 176
Hours: 12½ p/w, Monday – Friday 5pm to 7:30pm	Wage: £6.50 p/h	
Previous experience would be an advantage but training will be provided. Duties include vacuuming, dusting, mopping, cleaning toilets and all other associated tasks as required. You will be working in the Fairlee area of Newport. To apply please call the recruitment line on 0844 8541581 or email enquiries@gsf-uk.com		

Casual Level 3 Practitioner	Tops Day Nurseries	Ref: L3IOW
Hours: Casual	Wage: £5.12 to £6.50 p/h	
Do you have NVQ L3 in Child Care & Development or equivalent qualification with previous experience working in a nursery setting? If so then you could be suitable for the Casual L3 Practitioner post that Tops Day Nurseries are currently advertising. Working days Monday – Friday, there are no guaranteed hours per week for this vacancy. The position entails supporting the Unit Supervisor and other team members in planning fun & stimulating activities for the children as well as carrying out general nursery duties. We offer in house training, friendly family policy, pension & staff welfare scheme. To request an application pack please call 01202 551553 ext 1 or email Closing date for applications is 28th December 2012.		

LOCATION: RYDE

Anglian Home Improvements
Sales Negotiator: Wage: £12,000 – £18,000 per annum. Hours: Full time. No experience necessary as full training will be given. Duties to include Speaking to customers face to face promoting our great range of products and generating appointments for our sales force. The successful applicant must be self-motivated, driven and ambitious. We offer a long term career path and monthly bonus and incentives.
Marketing personnel: Wage: £24,000 per annum. Hours: Full time. Previous sales/marketing background an advantage but not essential. Full training will be provided. Role involves promoting and marketing our unique range of products to potential customers although no selling is involved. We are looking for someone who is confident, hard-working and positive.
Door to Door Sales Person: Wage: £12,000 - £18,000 Hours: Full time. No experience necessary as full training will be given. Duties to include Speaking to customers face to face promoting our great range of products and generating appointments for our sales force. The successful applicant must be self-motivated, driven and ambitious. We offer a long term career path and monthly bonus and incentives.
Appointment maker: Wage: £250.00 - £400.00 p/w Hours: 5.5 days p/w - some evening work. This is a field based role – transport is provided. We are looking for motivated people with excellent communication skills to promote our latest products and offers. No experience necessary as full training is provided.
For any of the above jobs, please contact Keith Milligan at Keith.milligan@angliangroup.com

LOCATION: RYDE

Administration Assistant	Spear Recruitment	Ref: RFM/8341
Hours: Part time – less than 30 p/w	Wage: Meets National Minimum Wage	
We are looking for an Administration Assistant to assist us in placing jobs onto job boards, answer the telephone, update spreadsheets and other clerical duties. This is a part-time role with full time potential. Please send a CV to d.street@spearrecruitment.co.uk		

Apprentice Catering Assistant	Ref: RFM/8334
Hours: Full time	Wage: £105 p/w
An Apprentice Catering Assistant required to join the team at a busy coffee house. You do not need to have any previous experience of working in the Hospitality industry or as a Catering Assistant as full training and support is provided in this role. You will prepare food and drink orders to include the making of hot drinks, smoothies, milkshakes, sandwiches, bagels, wraps and salads etc. You will welcome and serve customers in a friendly and professional manner. For more information call 0845 6029542 or email charleneh.79448.776@newfuturesrecruitment.aplitrak.com	

VACANCIES ON APPRENTICESHIPS ONLINE

www.apprenticeships.org.uk



Please visit the above website for further information on these vacancies and how to apply. Click on: Login to Apprenticeship Vacancies. You will need an e-mail address to register on this site.

LOCATION: BEMBRIDGE

Apprentice Activity Instructor	Kingswood Learning & Leisure Group Ltd	Ref: VAC000218012
Hours: 48 p/w over 6 days	Wage: £127.20 p/w	Closing Date: 01/06/2013
If you're looking for the adventure of a lifetime and a chance to work towards recognised outdoor industry qualifications, inspiring children to learn through having fun, aged 18+ then Kingswood could be the place for you! We're all about inspiring children to learn through having fun, we call it "learning in action". You will feel what it is like to make the difference in a child's life when they maybe don't even recognise it. Our 12 month Instructor Programme is the perfect starting-point for you if you're considering a career in the outdoor, leisure or education industry. You will not only learn how to do things that not so long ago you wouldn't have thought possible – you will also discover how to inspire, thrill and motivate young minds to do the same. You will be working with children aged 6-18, delivering and assisting with sessions such as aeroball, high ropes, archery, ICT and environmental studies. Qualifications Required: No qualifications or experience required as full training will be given but candidate should have basic literacy and numeracy skills to be able to complete the Level 2 Apprenticeship. You must not have an NVQ level 2 in Activity Leadership or Sport & Recreation or an NVQ level 3, HND, HNC or Degree. Personal Qualities: Candidate must have a passion for working with children. The vacancy is based in a large, lively team and therefore the candidate must work well in team situations. The role will involve working outdoors in all weathers & standing for long periods. Due to the nature of the business you would be required to work evenings and weekends. If you are short listed you will be required to attend an assessment weekend at one of our UK locations.		

LOCATION: EAST COWES

Apprentice Care Assistant	Solent View	Ref: VAC000159684
Hours: 30 p/w over 5 days	Wage: £79.50 p/w	Closing Date: 24/12/2012
<p>Working as part of a team the apprentice will be required to deal with all personal care needs of the clients including, washing, dressing, bathing/showering, feeding and drinking, To get involved with daily activities and ensure the welfare of the residents at all times. The right person must be able to work in a team, and be flexible with approach to working in a demanding and challenging but highly satisfying environment.</p> <p>Training to be provided: Full apprenticeship training, including Diploma level 2 in Health & Social Care qualification, key skills and technical certificate. All training to be carried out at the care home by a training provider.</p> <p>Skills Required: Motivated, caring and understanding personality, patience and with good listening skills.</p> <p>Qualifications Required: None as full training will be provided.</p> <p>Personal Qualities: Trustworthy, caring and enthusiastic person, capable of working as part of a team and alone.</p>		

Care Assistant Apprentice	Community Spirited	Ref: VAC000226462
Hours: 30 p/w over 7 days	Wage: £79.50 p/w	Closing Date: 24/12/2012
<p>Working as part of a team the apprentice will be required to work in the community as a home help. This will include food preparation, light cleaning duties, and aiding with shopping when required.</p> <p>Training to be provided: Full apprenticeship training, including Diploma level 2 in Health & Social Care qualification, key skills and technical certificate. All training to be carried out by a training provider.</p> <p>Skills Required: Patience, good listening skills, caring nature. Flexibility with approach to work essential.</p> <p>Personal Qualities: Trustworthy, caring and enthusiastic person capable of working on own initiative and as part of a team.</p>		

LOCATION: NEWPORT

Apprentice Administrator	Ken Bloomfield	Ref: VAC000225056
Hours: 30 p/w, Monday to Friday 9am to 3pm	Wage: £79.50 p/w	Closing Date: 14/12/2012
<p>Ken Bloomfield Removals have a great opportunity for you to join the team. If you are looking to help in all aspects of the day to day running of a very busy office-then we need to hear from you. Your duties on a daily basis will be answering phone calls, meeting and greeting clients, filing and invoicing along with learning all aspects of the removals business.</p> <p>Training to be Provided: Level 2 NVQ Certificate in Business & Administration (Competence) Level 2 Certificate in Principles of Business and Administration (Knowledge), Transferable skills English Level 1, Maths Level 1 and ICT Level 1, ERR along with additional off the job training.</p> <p>Qualifications Required: GCSE's A-C in Maths, English and ICT would be beneficial although not essential (or equivalent)</p> <p>Skills Required: The ability to deliver excellent customer service, be friendly and professional at all times</p> <p>Personal Qualities: Enthusiastic and committed</p>		

LOCATION: NEWPORT

Retail Apprentice	Hunnyhill Stores	Ref: VAC000219899
Hours: 30 p/w, shifts between 8am and 10pm	Wage: £79.50 p/w	Closing Date: 14/12/2012

We are a locally owned chain of convenience stores on the Island who already employ several Apprentices. You will learn all aspects of the retail trade. Your daily duties will include: During the first stage of your training you will gain an overall view of how a store operates and gain experience of the daily tasks and running of the store. You will learn how to organise yourself and work together with others, and become immersed in the store and company objectives. Specifically, you will help to: look at ways to maximise sales and minimise costs; implement company sales and service initiatives; become involved in team work to make the store friendly and the service welcoming. On a daily basis you will assist the manager to manage sales and assist, sell to and serve it's customers. Basically, you work store opening hours. This usually works out as an hour week, but is also likely to include some work at evenings and weekends. You should be enthusiastic and willing to spend time on your feet on the shop floor.

Training to be Provided: Full company induction on-going training and support throughout the intermediate apprenticeship in Retail Skills, ERR, Functional skills in English and Maths and Technical certificate. Training will be on the job and delivered in the workplace by a learning provider.

Qualifications Required: All candidates assessed on individual Merit.

Skills Required: Must have basic numerical skills for till use.

Personal Qualities: Friendly, helpful and reliable.

LOCATION: TOTLAND BAY

Apprentice Care Assistant	Eden House	Ref: VAC000198023
Hours: 30 p/w over 7 days	Wage: £79.50 p/w	Closing Date: 24/12/2012

Working as part of a dedicated team the apprentice will be required to deal with all personal care needs of the clients, including washing, dressing, bathing/showering, feeding and drinking. To get involved with daily activities and ensure the welfare of the residents at all times. The right person must be able to work in a close team and be flexible with approach to working in a demanding and challenging but highly satisfying environment.

Training to be Provided: Full apprenticeship training, including Diploma level 2 in Health & Social Care qualification, key skills and technical certificate. All training to be carried out at the care home by a training provider.

Skills Required: Patience, good listening skills, caring nature. Flexibility with approach to work.

Personal Qualities: Trustworthy, caring and enthusiastic person capable of working on own initiative and as part of a team.

LOCATION: VENTNOR

Apprentice Care Assistant	Excelsior Retirement Home	Ref: VAC000145156
Hours: 30 p/w over 7 days	Wage: £79.50 p/w	Closing Date: 24/12/2012

Working as part of a team, the apprentice will be required to deal with all personal care needs of the clients, get involved with daily activities and ensure the welfare of the residents at all times. The right person must be able to work in a close team, be flexible with approach to working in a demanding and challenging but highly satisfying environment.

Training to be Provided: Full apprenticeship training, including Diploma level 2 in Health & Social Care qualification, key skills and technical certificate, all training to be done in-house.

Skills Required: Motivated, caring and understanding personality, patience with good listening skills.

Personal Qualities: Trustworthy, caring and enthusiastic person, capable of working as part of a team.

VACANCIES TAKEN FROM THE ISLE OF WIGHT COUNTY PRESS



LOCATION: BEMBRIDGE

Healthcare Assistant	The Elms	Ref: County Press
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Full and part-time hours available. Call 01983 872248 for more information and an application form.

LOCATION: HAVENSTREET

Laundry Assistant	Northbrooke House Nursing Home	Ref: County Press
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Monday, Tuesday and Sunday – 8am to 5pm and Wednesday – 1pm to 5pm. To request an application form contact our Administrator on 01983 882236

LOCATION: NEWPORT

Cleaner	Top Mops	Ref: County Press
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We are looking for a cleaning operative, 9½ hours p/w with potential for more hours. Mainly mornings, Newport area. Good rates of pay. For more information please call 01983 400202.

LOCATION: RYDE

Showroom Sales Assistant/Apprenticeship	City Plumbing	Ref: County Press
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Monday – Friday, 9am – 5pm. We ask for GCSE A-C in Maths and English. Basic computer literacy. Good communication skills. Please call in for an application form from any City Plumbing Branch. For more information you can call Jon Shove on 01983 618793 or Ian Sutcliffe on 01983 568201.

LOCATION: SANDOWN

Shop Assistants	Electricals R Us	Ref: County Press
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We are looking for two highly motivated part-time members of staff to run our new shop in Sandown and our dynamic online business. The ideal candidate will: have excellent communication skills, be well organised and able to work unsupervised, aspire to excellence in customer service, have innovative sales and marketing ideas and be flexible and able to work weekends. Knowledge of electrical goods is an advantage. Computer and Internet skills are essential. If you are ready to help our business to develop and grow, please send your CV to: Mr D. Parkman, Electricals R Us, 2 Pier Street, Sandown, PO36 8JR

LOCATION: SANDOWN

Greensleeves Homes Trust	Ref: County Press
Temporary Cleaner: For weekends, 2 days p/w and holiday cover, could possibly lead to permanent hours.	
Permanent Part-Time Washer Up: For 1½ hours on Friday evening and holiday cover.	
The Briars is an Investors In People Workplace. NVQ 2 or 3 qualifications preferred. Enhanced rates paid for NVQ level 2 and 3. Induction and training provided to NVQ level 3. 28 days holiday pro-rata, pension and overtime. Uniform provided. The above positions require enhanced CRB check. For an application form please ring 01983 403777.	

LOCATION: SHALFLEET

Bar/Waiting person	The New Inn	Ref: County Press
We are looking for an experienced person that is able to give a high level of customer service and able to demonstrate an ability to cope under pressure during peak time. An understanding of wines would be an advantage but full training will be given. The position is a minimum of 20 hour p/w, a good rate of pay is available and the ideal candidate needs to have experience and transport. Email your CV to amie@innsofdistinction.co.uk		

LOCATION: VENTNOR

Receptionist/Administrator	Ventnor Medical Centre	Ref: County Press
Required for 22 hours p/w. To join our friendly team committed to patient care. Applicant must be flexible to cover holidays and sickness. Duties are varied and interesting. They include face-to-face and telephone contact with patients and other healthcare providers, dealing with prescriptions and other administrative duties. Excellent communication skills and the ability to maintain confidentiality are essential. Good keyboard skills are important plus the ability to use own initiative. Previous experience or knowledge of GP computer system preferred but training will be given. For an informal discussion please telephone the practice manager on 01983 857288. Please apply in writing with covering letter, including your CV to: Practice Manager, Ventnor Medical Centre, 3 Albert Street, Ventnor Isle of Wight PO38 1EZ or email to recruitment@gp-j84003.nhs.uk		

LOCATION: WEST WIGHT

Caretaker/Maintenance Person	Top Mops	Ref: County Press
Top Mops are looking for a Caretaker/Maintenance Person. Working 10 hours p/w with view of some overtime, 39 weeks per year. Experience required. CRB check essential. Good rates of pay. For more information please call: 01983 400202.		

YOUNG VOLUNTEERS



- Support your community
- 16 - 18 year olds
- Help others
- Gain confidence, skills and experience
- Volunteer as much or as little as you want
- Will not affect benefits

Contact The Participation Team
Choices Centre:
Phone: 525927 or just drop in!
participationteam@iow.gov.uk
29 High Street, Newport, PO30 1SS

Prince's Trust TEAM Programme

A new partnership programme delivered by UKSA and YMCA for young people on the Isle of Wight. If you're unemployed and looking for something new, challenging and exciting, then take a look at the Prince's Trust TEAM programme starting on the Isle of Wight on the **17th January 2013**.

TEAM is a 12 week programme for young people aged 16 – 25. It's FREE and will not affect Jobseeker's Allowance.

The aim of the TEAM Programme is to give young people a better chance of moving into employment, education or training. It's also an opportunity for participants to use their skills and gain new ones, whilst acquiring a nationally recognised qualification.

The TEAM Programme:

- Meet new people
- A 5 day multi-activity residential at UKSA
- Community Project
- 2 weeks work experience
- Produce or improve a C.V
- A community challenge
- Opportunity to achieve a level one qualification
- Present your team's experiences to an audience

TEAM Leaders will help with job-hunting and writing a CV and give participants the chance to make a difference in their community.

And most importantly - A big confidence boost and a real sense of achievement!

The Team programme is also available for young employees who would like the chance to develop new interpersonal skills to help improve long-term career prospects.

The course will be delivered from YMCA Winchester House in Shanklin and UKSA in Cowes.

For more information about TEAM Programme contact Lee Jones (Youth Development Coordinator) at UKSA. Tel: (01983) 294 941. Email: lee.jones@uksa.org

Visit the Prince's Trust website for more information about the TEAM Programme:

http://www.princes-trust.org.uk/need_help/courses/team.aspx



YMCA
Isle of Wight
Winchester House



Want a career in Childcare or Care?
Want to work and earn while you learn?
Under 25 and College not for you?

Join our Access To Apprenticeships in Childcare

What is Access to Apprenticeships?

A course designed to help you achieve your ambition of working in Childcare, or Health and Social Care. This course will give you the chance to gain valuable experience and demonstrate to employers your commitment to work and study.

How will Access to Apprenticeships benefit you?

- Gaining valuable work experience
- Working towards achieving a nationally recognised Childcare/Care qualification
- Understanding theories and knowledge in your chosen subject
- Earning while learning

Course starting at our Newport office

14 spaces available

For more information, call our friendly team

on: 01983 559322 or email: info@fntctraining.co.uk

1st Floor
48 Lugley Street, Newport
PO30 5HD

 **Apprenticeships**

Apprenticeships
Opening doors to a better future



SUPERMARKETS



Visit the following websites for up to date Job Vacancies or call into your local store
(most stores have a customer notice board)

www.tesco-careers.com

www.lidl.co.uk (then select careers)

www.co-operative.jobs

www.morrisons.co.uk/Corporate/Jobs/

www.sainsburys.co.uk (then select recruitment)

www.waitrosejobs.com

www.marksandspencers.com (then select jobs)

VOLUNTEERING

Community Action Isle of Wight

3 Langley Court, Pyle Street, Newport, Isle of Wight, PO30 1LA

Open: Tuesday – Thursday 10am to 2pm

Tel: 01983 539377

Email: volunteer@actioniw.org.uk

- ❖ Make new friends
- ❖ Build self confidence
- ❖ Make a difference to something you care about
 - ❖ Learn new skills
 - ❖ Have fun
- ❖ Improve your career prospects

Please visit: www.communityactioniw.org.uk

Click on Volunteering Opportunities



Aged 16-19 and looking for a great career?

Our exciting new **FIT FOR WORK** programme will help you achieve your goals and give your career a strong foundation.

- VOCATIONAL TRAINING WITH WORK EXPERIENCE
- EMPLOYABILITY SKILLS
- FUNCTIONAL SKILLS IN ENGLISH, MATHS AND ICT
- PERSONAL AND SOCIAL DEVELOPMENT
- LEADING TO PROGRESSION TO FURTHER EDUCATION, EMPLOYMENT OR AN APPRENTICESHIP

UP TO £40 PER WEEK TRAINING ALLOWANCE ON FULL ATTENDANCE

VISIT US
at Smart House,
Castlehold Lane,
Newport for more
information on all of
our programmes.

Believe it. Achieve it.

Call us now on 01983 530440
email fiona@smarttar.co.uk
or visit www.smarttar.co.uk



training and
recruitment

Are you 16-18?

HTP's Skills and Education Centre has a range of Level 1, Level 2 and progression courses:

Childcare
Hospitality
Health & Social Care
Business Administration
Fitness Instruction
Outdoor Pursuits
Sport & Fitness

Plus!

Pre-Apprenticeship programmes
30 hrs/week with an employer: gain work skills + progress onto full Apprenticeship

get
£2.60
per hour!

Other courses include, Maths, English, ICT, Employability Skills and Personal & Social Development

You may be eligible for a free unlimited travel pass!

Courses starting every week

Call us on

01983 824930
for more information

HTP Skills and
Education Centre
Unit 15-16
Little London
Newport, PO30 5BS





**For all the latest news and vacancies from the Participation Team
follow us now on:**

www.facebook.com/ChoicesIW

The Participation Team is part of the Isle of Wight Council and reproduces this list of locally available jobs from external sources that have advertised the same within the previous 7 days. The Council cannot verify or warranty any terms of condition offered by the external employers and have no affiliation or association with these employers. The Council accepts no liability however arising from any damage or loss suffered as a result of these adverts or any reliance placed upon them. Further information should be sought direct from the employers using the contact details provided above.