

28 February 2013

Job Vacancy / Information Bulletin for young people

A collection of current job vacancies, training opportunities and information, from various sources



www.youngsouthampton.org/facebook



Blue Lamp Trust Bobby Scheme

Would you or someone you know benefit from a **free** home safety and security check?

The Blue Lamp Trust Bobby Scheme fitters can provide advice and practical intervention on safety and security issues for any resident in the city. The scheme focuses on making the main entry and exit points of a property secure. Checks and improvements are available **free of charge** for any resident in Southampton until September, when the scheme will focus on assisting those who are in any way vulnerable – for example, the elderly, and victims of burglary and domestic violence. More information at www.bluelamptrust.org.uk

Need help or advice now?

If you live in the:

East of Southampton

West of Southampton

Please see final page for details of advice drop-ins.

Call 023 8091 7754

Call 023 8091 7747

No appointment needed

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Daily Echo Vacancies

28 February 2013

Please consult the relevant edition of the ECHO or visit the website for further details as all information below has been abbreviated. Vacancy information correct at time of publication.

Some employers are unable to employ young people directly from school due to age restrictions in their insurance policies, so please check at the time of application.

A variety of vacancies	Page 23	Southampton
Costco - Wholesale Positions available: Baker, Receiving Clerk, Stocker, Tyre Salesperson, Dispensing Optician, Optometrist, Meat Cutter, Cake Decorator, Marketing Representative, Tyre Fitter, Member Service Assistant, Baker Wrapper, FLT Driver, Cashier, Photo Lab Technician, Refund Clerk, Optical Clerk, Meat Wrapper, Maintenance, Front-End Assistant, Membership Assistant, Warehouse Supervisor. Now recruiting - Regents Park Road, Southampton Starting rate of £6.70 per hour, rising to £10.75 per hour. Part time and full time positions available. Flexible schedules, career opportunities, equal employment opportunities employer. Alcohol / drug free workplace. For applications please visit www.costco.co.uk Please send application to: Costco Southampton, Regents Park Road SO15 8TA		
Baggage Handlers	Page 25	Southampton
South Coast Port Services Part time opportunities. For more information call 023 8033 5966 between 9.00 - 12.00 Download an application form from www.portskills.co.uk www.southcoastportservices.co.uk		

INFORMATION SERVICE - WE ARE NOT RESPONSIBLE FOR THESE VACANCIES

www.dailyecho.co.uk/jobs

Accounts position	Page 25	Southampton
<p>Part time flexible hours for an experienced person covering all aspects of financial accounting to trial balance in Southampton business travel company. Please e-mail your CV to: geraldine@sterlingtravel.co.uk</p>		
MOT tester / Mechanic	Page 25	Eastleigh
<p>Colin Mostin Cars You must be fully experienced in all aspects of vehicle diagnostics repairs and maintenance. To join a small friendly team at busy village garage. Salary negotiable depending on experience. Call Colin on 07710 422559 for more information.</p>		
Full / part time Stylist	Page 25	Southampton
<p>Please call 02380 612596 for more details.</p>		
Healthcare Assistants	Page 25	Southampton
<p>Weekends, evenings and nights. Hours negotiable. Full training given and uniform provided. Immediate start. For more information apply to: accounts@oaklandsrehome.co.uk</p>		
Nursery Apprentice	Page 26	Botley
<p>Hopscotch Nursery Wage negotiable upon experience. For more information please contact Kaylee on 01489 798605</p>		
Cleaner	Page 26	Southampton
<p>Itchen Bridge area. 6.00 - 7.45pm Monday - Friday £7.00 per hour. Telephone 02392 210583</p>		
Cleaner	Page 26	Southampton
<p>Regents Park Community College 10 hours per week, 52 weeks Monday - Friday 6.30 - 8.30am £6.30 per hour. Please phone 023 80325444 for an information pack. Closing date: Wednesday 13 March 2013</p>		
Hairdresser	Page 26	Shirley, Southampton
<p>Part time. You should have some experience in ladies / gents hairdressing. Enquiries to: leedwebb@gmail.com</p>		

INFORMATION SERVICE - WE ARE NOT RESPONSIBLE FOR THESE VACANCIES

www.dailyecho.co.uk/jobs

Sales support	Page 26	Southampton
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Meyer Timber

New position offers you the opportunity to join the sales team offering support to existing sales team through accurate and timely sales administration. You will need excellent communication, numeracy, attention to detail and IT skills are essential.

Please send you CV and covering letter and quoting job ref SH/SS to Kathryn.whittaker@meyertimber.com or by post to Hadleigh Park, Grindley Lane, Blythe Bridge ST11 9LW Closing date: Friday 15 March 2013

PA / Secretary	Page 26	Southampton
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Home working opportunity on a self-employed basis. You will mainly deal with quotes. Good English skills and computer literacy essential. A work laptop will be supplied. Please e-mail Jamie@universal-contracting.co.uk or call 07831274462

Pro Rata - in proportion
(pay in proportion to hours worked)

Per Annum - by the year
(annual salary)

OPEN DAYS AND INFORMATION

Sparsholt College

Course Information Open Day

Saturday 9 March 2013

Drop in between 10.00am - 3.00pm

www.sparsholt.ac.uk Tel: 01962 776441

facebook.com/sparsholtcollege

Course Information Open Days



Find out more



Job skills workshop

including CV preparation and tips on completing on-line application forms

Totton College

Sunday 10 March 2013

10.00 - 12.30pm

To book a space call

Liz Whale on

023 8083 2816

Talk to a variety of companies about potential careers and apprenticeships. More than 30 employers will be attending at this FREE event.

There will be seminars from employers such as Newsquest and the National Careers Service will provide advice on CV preparation and interview technique.

Hampshire Constabulary, the Army and B SkyB will join care firms, estate agents, recruitment agencies and colleges among the many exhibitors.

Open 10.00am - 5.00pm
Southampton Guildhall



@dailyecho #ECHOJOBSFAIR

BRINGING PEOPLE AND JOBS TOGETHER...

Daily Echo jobsfair

THURSDAY 14 MARCH FREE ENTRY

SOUTHAMPTON GUILDHALL 10am - 5pm

This is an ideal opportunity to promote job vacancies and increase awareness of your company in the local area.

bluestar 

**have
you got
what it
takes?**

**Southampton's award
winning bus company
is expanding...**

Bluestar is about to pilot a
Passenger Carrying Vehicle
Driving (Bus and Coach)
Apprenticeship Scheme.

We are looking to take two
young persons and train them
to become professional drivers
over a three year period.

The scheme will take in all
aspects of the business
including Engineering and
Service Delivery.

Successful applicants will be
required to attend a training
academy based in Bristol.

To apply, contact Cathie Kesley

023 8068 7022

cathie.kesley@bluestar.co.uk

bluestar.co.uk



Part of the **Go-Ahead** Group

Working with children

Children & Young People Now Jobs

www.cypnowjobs.co.uk is the specialist job site. The site includes vacancies across all sectors, including youth justice, youth work, childcare & early years, education, health and social care.

Childminders, Babysitters, Nannies

www.freedomchildcare.com can offer flexible temporary work through to permanent work. Experience with children is essential and a level 2 or 3 qualification essential for Nursery and pre-school positions.

Creche workers

www.mobilecreche.biz You will need to have a level 2 NVQ qualification, have first aid experience, proof of ID and experience of working with children aged 0-8 / 8-14 to register on this website. Tel: 0800 4580 187 E-mail: vacancies@mobilecreche.biz

CURRENT VACANCIES

Job Vacancy:	Location:	Contact No:
Deputy Lead Practitioner	Sparklers Pre-School	023 80344377
Early Years Practitioner	Rainbow Pre-School	023 8070 1601
Modern Apprenticeship	Hardmoor Early Years Centre	023 8055 2220
Nursery Nurse	Westwood Park Day Nursery	023 8067 2551
Nursery Nurse	Redroofs	02380 444679
Deputy Lead Practitioner	Bitterne Manor Pre-School	07891 169086
Assistant Practitioner	Bitterne Manor Pre-School	07891 169086
Deputy Lead Practitioner	Sholing Community Centre Pre-School	07508 274812
Nursery Nurse (Supply)	Learningland Day Nursery	
Temporary Play Practitioner	Manor Road Pre-School	02380576300
Supply Nursery Nurse	Learningland Day Nursery	02380 399895



Please check this website for further details:
www.youngsouthampton.org/working-with-children

For an up to date list, contact Southampton Children and Young People's Information Service on 0800 169 8833, or e-mail cypis@southampton.gov.uk,

Jobcentre Plus Vacancies

Hundreds of vacancies are displayed on this website.
Here are just a small selection in Southampton

Job Title/ Ref No	Details	Info:
<p>Labourer Hutton Services Limited Job ID 1253345</p>	<p>Must have previous experience, and hold a CSCS card. Duties include all aspects of labouring on a busy construction site. This is a temporary ongoing position, duration unknown. Please telephone to apply for the position.</p>	<p>Carl Watson Chichester, Southern PO19 8UE 01243887585 carl@huttonservices.co.uk</p>
<p>Self employed Nail Technician First Impressions Job ID 1241444</p>	<p>This is a self employed position to rent a nail bar within a busy hair salon. For full time hours the rent would be £80pw. Own client base is desirable. Must be fully qualified in all aspects of nail extension and have NVQ level 2 or above.</p>	<p>Contact information 07787616112 blanncarol@yahoo.com</p>
<p>Trainee dental nurse/receptionist Job ID 1252515</p>	<p>We require a trainee dental nurse /receptionist for a private practice in hythe . This is a full time position and the hours are monday to friday between 08:00am and 06:00pm .if interested please forward cv by email</p>	<p>Contact information lisa@dentialsuite.co.uk</p>
<p>Trolley Collector Job ID 462557</p>	<p>Our client is a major international retailer where customer service is paramount. To complete the customer experience and to keep the parking areas free they require people to collect trolleys and return them to store ready for new customers. The role requires flexibility and a reasonable level of confidence in dealing with the public. The shifts and hours vary and require working late evenings, weekends and bank holidays shifts. Trolleys must be collected regardless of weather conditions. This is a temporary ongoing position for unknown duration. Immediate start.</p>	<p>Contact information nikita@tempnetwork.co.uk</p>

Job Title/ Ref No	Details	Info:
<p>Retail Assistant Job ID 1226753</p>	<p>Job description The Stock Shop, a Ladies' Fashion retailer is recruiting. We are looking for a part time retail assistant to work between 16 and 20 hours a week over three/four days a week. Occasionally Saturday and/or Sunday may be required. Tasks involving shop based customer service, till operations, cash handling, replenishing stock and cleaning, some lone working required, so previous experience is preferred.</p>	<p>Part time less than 30 hours</p> <p>For more information and to apply please visit the website at the bottom of this page.</p>
<p>Retail Adviser Job ID 1240118</p>	<p>To give our customers an outstanding experience, we need outstanding people. Advisors who love gadgets, new technology and helping customers. If that sounds like you, you'll be right at home in one of our stylish stores.</p> <p>You will need experience working with customers. As well as being friendly, keen and helpful. Ready to chip in and determined to make customers happy. Make the grade and we'll make sure you're well rewarded. We offer a range of benefits and incentives, plus the chance to progress. In a business that's always evolving, there's no telling how far you could go.</p>	<p>22 Hours flexibility required Monday-Sunday This is a fixed term contract.</p> <p>12,907.00 per year pro rata + bonus</p>
<p>Waiter/ waitress Job ID 1182688</p>	<p>Be able to serve customers hot dishes, polite, hours between 6pm to 12am, part time or full time, well groomed, dress code: smart</p>	<p>Please email: ali786hamza@live.co.uk or phone in the evenings 02380220640</p>
<p>Dental Receptionist Job ID 1222339</p>	<p>We are looking for a full time Dental Receptionist to join our lovely modern dental practice. All applicants MUST have dental reception/nursing experience, please do not apply without. To apply please send your CV.</p>	<p>For more information and to apply please visit the website at the bottom of this page</p>

Hampshire Constabulary

HR Assistant - Southampton Central - Ref:1312977

To support the HR Officer/HR Advisor or other HR Manager to provide a customer focused HR administrative service in one of the assigned areas in Employee Services, Recruitment, HR Service Centre or Organisational Support.

Fairness and Equality forms a part of Hampshire Constabulary's Core Values and this will therefore form an integral part of the recruiting and selection process. Although Fairness and Equality may not be assessed or questioned as a stand-alone topic, it will be threaded throughout the recruiting and selection process. It is therefore advisable that you are able to provide positive evidence in this area.

Please note that interviews are likely to be held 13th / 14th March 2013.

Hours	37 hours
Advertised Salary	£17,188 - £18,343
Shift Work	No
Closing Date	3 Mar 2013

ACRO Operator - Nr Fareham, - Ref:1312984

To work as a member of a team within the ACPO Criminal Records Office Bureau, with responsibility for providing an operational telephone enquiry and update service on the Police National Computer (PNC) to officers, police staff and authorised non-police agencies. To ensure the timely and accurate updating of PNC in relation to circulations received.

Fairness and Equality forms a part of Hampshire Constabulary's Core Values and this will therefore form an integral part of the recruiting and selection process. Although Fairness and Equality may not be assessed or questioned as a stand-alone topic, it will be threaded throughout the recruiting and selection process. It is therefore advisable that you are able to provide positive evidence in this area.

For an informal discussion please contact Daniela Capon on 01489 569818

Hours	37 hours
Advertised Salary	£17,188 - £18,343
Shift Work	No
Closing Date	3 Mar 2013



Southampton University

Early Years Practitioner (Modern Apprentice)

Student Services

Location: Highfield Campus

Salary: £6,676

Full Time Fixed Term

Closing Date: Tuesday 12 March 2013

Reference: 193313EW-R

Early Year Practitioner (Apprentice). This post is a 1 year fixed term contract, to run from 1st March 2013 to 28th February 2014.

We currently have the opportunity for a highly motivated individual to join our team within the University's Early Years Centre. This is a role which requires commitment and enthusiasm.

You will be responsible for helping in the delivery of a quality provision of care and education for children under five. Applicants should be able to multi-task, communicate effectively, plan activities for children under supervision and complete allocated work on time.

The successful candidate will be required to work 36 hours per week, and will work flexibly to provide services to a range of customers.

Applicants must also have a willingness to work towards NVQ in Childcare Level 2 or equivalent.

A satisfactory Criminal Records Bureau Disclosure at Enhanced level is also required.

For an informal discussion please contact the Centre Manager, Telephone (023) 8059 3465, email: eycentre@soton.ac.uk

The closing date for this post is 12 March 2013. Please apply online through www.jobs.soton.ac.uk or alternatively telephone 023 8059 2750 for an application form. Please quote vacancy reference number 193313EW-R on all correspondence.

www.jobs.soton.ac.uk

Technician for Store

Chemistry Technical

Location: Highfield Campus

Salary: £14,202 to £15,303

Full Time Fixed Term

Closing Date: Friday 01 March 2013

Reference: 203713EB

Fixed-term for 12 months

A vacancy exists within the Department of Chemistry for a full time Technician (36 hours per week). Duties will include dispensing liquid nitrogen and solvents, delivery of chemicals, apparatus, glassware and liquid nitrogen to laboratories and collection of waste solvents, etc. from laboratories, and other duties as required from time to time within the limits of the grade. Applicants must be able to carry out manual handling and transportation of various items.

The appointment is available from 1st April 2013, with a starting date as soon as possible thereafter.

Informal enquiries should be directed to Alasdair Douglas (email:- A.H.Douglas@soton.ac.uk, tel: 023 80593318) School of Chemistry, University of Southampton.

Your completed application should include (i) the application form; (ii) your Curriculum Vitae; (iii) the names and addresses of two referees.

The closing date for this post is 1st March 2013. Please apply online through www.jobs.soton.ac.uk. Please quote vacancy reference number 203713EB on all correspondence.

Southampton University

Early Years Practitioner

Early Years Centre

Location: Highfield Campus

Salary: £15,658 to £18,005

Part Time Permanent

Closing Date: Monday 25 February 2013

Interview Date: To be confirmed

Reference: 202013EW

We currently have the opportunity for a highly motivated individual to join our team within the University's Early Years Centre. This is a role which requires commitment and enthusiasm.

You will be responsible for helping in the delivery of a quality provision of care and education for children under five. Applicants should be able to multi-task, communicate effectively, plan activities for children under supervision and complete allocated work on time.

The successful candidate will be required to work 25 hours per week, and will work flexibly to provide services to a range of customers.

Applicants must have a NVQ Level 3 in Childcare and Education/CACHE Diploma/NNEB or equivalent

A satisfactory Criminal Records Bureau Disclosure at Enhanced level is also required.

For an informal discussion please contact the Centre Manager, Telephone (023) 8059 3465, email: eycentre@soton.ac.uk

The closing date for this post is 25 February 2013. Please apply online through www.jobs.soton.ac.uk or alternatively telephone 023 8059 2750 for an application form. Please quote vacancy reference number 202013EW on all correspondence.

www.jobs.soton.ac.uk

B & Q Vacancies

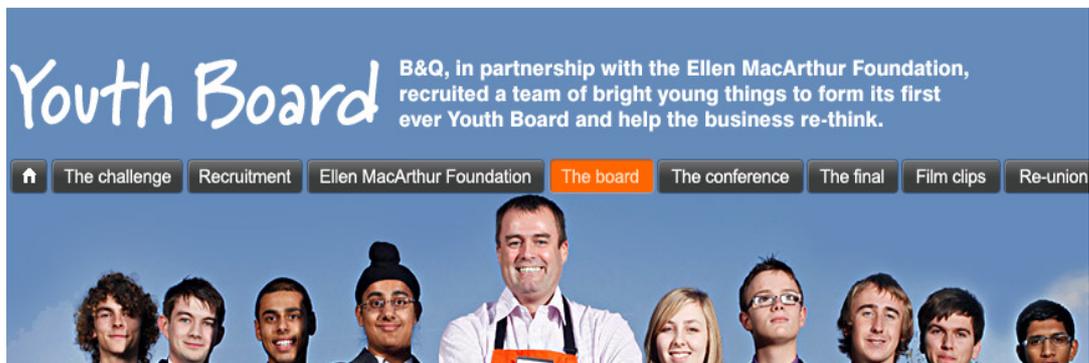
To apply visit: www.diy.com and select **Careers** at the bottom of the page

Select '**Find your job**' and '**Go**'.

Select '**Search for jobs**'

Type the **job number (Requisition ID)** in the top box

<p>Social Media Assistant (Work Placement)</p> <p>-</p> <p>Contract Type : Full-time</p> <p>Work Locations : B&Q Store Support Office, B&Q House Chestnut Avenue, Chandlers Ford, Eastleigh, SO53 3LE</p> <p>Requisition ID : 1300000887</p> <p>Advertised Salary Bandings 12,000 - 14,000 Pound Sterling (GBP)</p>	<p>Pricing and Promotion Administrator</p> <p>-</p> <p>Contract Type : Full-time</p> <p>Work Locations : B&Q Store Support Office, B&Q House Chestnut Avenue, Chandlers Ford, Eastleigh, SO53 3LE</p> <p>Requisition ID : 1300000898</p> <p>Advertised Salary Bandings 16,000 - 18,000 Pound Sterling (GBP)</p>
<p>Imports Finance Administrator</p> <p>-</p> <p>Contract Type : Full-time</p> <p>Work Locations : B&Q Store Support Office, B&Q House Chestnut Avenue, Chandlers Ford, Eastleigh, SO53 3LE</p> <p>Requisition ID : 1300000865</p> <p>Advertised Salary Bandings 16,000 - 18,000 Pound Sterling (GBP)</p>	<p>B&Q Customer Advisor — Sales Support — Front End</p> <p>-</p> <p>Contract Type : Part-time</p> <p>Work Locations : B&Q NURSING, Franconia Drive, Nursling Industrial Estate, Nursling, Southampton, SO16 0YW</p> <p>Requisition ID : 1300000815</p> <p>Advertised Salary Bandings 12,000 - 14,000 Pound Sterling (GBP)</p>



Hotel / Catering Vacancies

<u>Room Attendant</u>	The Hilton
<u>Receptionist</u>	The Hilton
<u>Room Attendant</u>	Marriot
<u>Kitchen Steward</u>	The Hilton
<u>Accounts Assistant-Part Time</u>	Jury's Inn
<u>Assistant Greenkeeper</u>	Marriot
<u>Trainee Personal Trainer/Fitness Instructor</u>	The Training Room
<u>Floor Housekeeper</u>	The Hilton
<u>Sous Chef</u>	wagamama
<u>Administrator-11am-8pm(Mon to Fri)</u>	Orchardoak Recruitment
<u>Leisure Club Assistant</u>	De Vere



Please visit this website for details of this week's jobs and many more!

www.caterer.com

Fast Food

Domino's Pizza

www.dominos.co.uk

Pizza Hut

www.careersatpizzahut.co.uk

Burger King

www.bkcareers.co.uk/crew.aspx



Subway

www.subway.co.uk/business/careers/default.aspx

KFC

www.kfc.co.uk/join-us

**McDonalds Vacancies available this week -
visit the site below:**

Job ID	Title	Restaurant Name	Employment Type	Shift
10018	Crew Member Millbrook F/T	Southampton - Millbrook	Full Time	Fully Flexible
46776	Crew Member 449 Hedge End Full time	Hedge End	Full Time	Fully Flexible
16808	Crew Member Hedge End Part Time	Hedge End	Part Time	Overnight
8880	Crew Member West Quay F/T	Southampton - West Quay	Full Time	Fully Flexible
45756	Customer Care Assistant	Asda Totton	Part Time	Fully Flexible
10019	Crew Member	Southampton - Millbrook	Part Time	Fully Flexible
46265	Crew Member	Black Cat	Full Time	Fully Flexible
10050	Crew Member Shirley	Shirley Road,Southampton	Full Time	Fully Flexible
43007	Maintenance Person	Shirley Road,Southampton	Full Time	Fully Flexible
8151	Customer Care Assistant	Shirley Road,Southampton	Full Time	Fully Flexible

www.mcdonalds.co.uk/ukhome/People/Join-the-team.html

West Quay Vacancies

Senior Sales - Warehouse

A team member who is truly passionate and knowledgeable about fashion and our product. An individual who is dynamic and strives to make things happen in order to achieve great results.

Supporting the Manager and Deputy Manager in achieving store goals through supervising activities on the sales floor together with coaching, motivating and empowering the team to always exceed customer expectations.

Key Responsibilities:

- Supporting the management team with the day to day running of the store
- Opening & Closing the store
- Leading by example
- Providing a high level of customer service

For further information please speak with Kerry Riley or Charlotte Wheeldon in store

To apply please visit the Warehouse website at www.warehouse.co.uk



www.west-quay.co.uk

Marlands

Threading Staff - Brow Bar

Threading Staff required
Must have experience
Apply in store

The logo for Fredericks Chocolates, featuring the brand name in a stylized, cursive font with a red underline, set against a dark red rectangular background.

Full Time Apprentice - Fredericks
Full Time Apprentice required with NVQ level 2 qualifications.
Ask in store for more details and to apply.

The logo for The Perfume Shop, consisting of the words 'THE PERFUME SHOP' in a bold, sans-serif font, with 'THE' and 'SHOP' in smaller letters on either side of 'PERFUME', all in white on a black background with red accents.

Deputy Manager - The Perfume Shop
Deputy Manager required 37.5 hours per week. Must have managerial experience.
Apply via www.theperfumeshop.com



CEX - Full and Part Time Positions
Full and Part Time positions available. For more details or to apply please call into the store with your CV.

Information taken from the website below on 28 February 2013

http://intomarlands.co.uk/job_opportunities

NHS Vacancies

Administration Support for Division C Governance

Posted: 27/02/2013

University Hospital Southampton NHS Foundation Trust

University Hospital Southampton FT is a dynamic and forward thinking organisation where the emphasis is continually focused on clinical quality, patient experience and efficiency. With the development of our Children's Hospital ongoing, we are seeking an individual to assist in supporting governance processes within the Child Health Care Group with a particular role in assisting and supporting both the care...

£16,110 to £19,077 pro.rata

Southampton General Hospital, Southampton

Permanent

Closing date

13/03/2013

HR Administrator

Posted: 26/02/2013

University Hospital Southampton NHS Foundation Trust

We currently have exciting opportunities for HR Administrators to work within our busy recruitment team. You will be responsible for supporting the entire recruitment process for both medical and non-medical staff, ensuring that it is delivered in line with NHS employment check standards and that our KPIs are achieved, as well as ensuring contract variations are made. This is a...

£16,110 to £19,077 pro.rata

Hr Recruitment, Southampton

Fixed Term Temporary

Closing date

12/03/2013

Please visit the website below as there are lots more vacancies displayed

www.jobs.nhs.uk

NHS Vacancies

Secretary/ Administrator

Posted: 26/02/2013

University Hospital Southampton NHS Foundation Trust

An exciting opportunity has arisen for a Secretary / Administrative Assistant to join the Southampton Centre for Biomedical Research for a 1 year fixed term contract. We are looking for a team player who is willing to be flexible in their approach to work who must possess excellent communication and organisational skills. You will be educated to NVQ3 in Office/Business...

£16,110 to £19,077 p.a.

Southampton General Hospital, Southampton

Fixed Term Temporary

Closing date

28/02/2013

Public Health Administration Assistant

Posted: 22/02/2013

NHS Commissioning Board

The following criteria applies: Stage 2d Applicants who were unsuccessful in securing a post as a result of the matching process or for whom there was no match, at the same pay band irrespective of function Individuals at stage 2d will be given priority in any application process over the limited ring-fence pools. Stages 3a / 3b Applicants must be...

£16,110 - £19,077

Southampton

Permanent

Closing date

04/03/2013

Please visit the website below as there are lots more vacancies displayed

www.jobs.nhs.uk

NHS Vacancies

Medical Secretary

Posted: 21/02/2013

Solent NHS Trust

Medical Secretary Hours 27.5 Salary Band 3 Based at The Old Gymnasium, Fort Southwick, James Callaghan Drive, Fareham. You will provide a diverse, high quality secretarial service to the Consultant Paediatrician and will have a responsibility for the administration of the Child Protection Advice Line and Community Clinics. The post holder will be the named person for the receiving of...

£16,110 to £19,077 based on full time hours

Southampton

Part-time

Closing date

07/03/2013

Administration Officer

Health Visiting

Posted: 21/02/2013

Solent NHS Trust

Location: Bitterne Park Medical Centre Job Title: Administration Officer, Family Nurse Partnership Salary: Band 3 Hours: 30 This post is to provide administrative and clerical support to the established Family Nurse Partnership team. We are looking for an enthusiastic and motivated individual with excellent computer and organisational skills to support the patient pathway. Accurate data entry is essential into a...

£16,110 to £19,077 based on full time hours

Southampton

Permanent

Closing date

05/03/2013

Please visit the website below as there are lots more vacancies displayed

www.jobs.nhs.uk

City / County Councils

Vacancy Title	Council	Area	Closing Date	Salary	Hours per week
Administrative Officer - HCC 1303745	Hampshire County Council	Southampton	3 Mar 2013	£18,846 to £21,213 per annum	37
Business Support Opportunities - 238272	Southampton City Council	Southampton	15 Mar 2013	£14,983 - £19,376	Part time opportunities - 18.5, 23.5, 25.75
Cleaner - Newlands Primary School	Southampton City Council	Southampton	8 Mar 2013	£6.30 Per Hour	12.5 Per Week
Cleaner - Valentine Infant School	Southampton City Council	Southampton	6 Mar 2013	Between £6.30 - £6.63 per hour depending on experience	10 Hours Per Week
NVQ Level 3 Modern Apprentice in Childcare & Education - Hardmoor Early Years Centre	Southampton City Council	Southampton	28 Feb 2013	£12,489 (pro rated to £12,151)	36 hours per week (early & late alternating shifts) College Tuesday evenings
Supported Housing Cleaner - 237850	Southampton City Council	Southampton	15 Mar 2013	£8,808 - £10,604	25
Toll Coordinator - 237592	Southampton City Council	Southampton	8 Mar 2013	£14,983 - £19,376 + 17% shift pay and weekend enhancements.	33.83 on a shift pattern



Hampshire
County Council

City / County Councils

Vacancy Title	Council	Area	Closing Date	Salary	Hours per week
Senior Administrative Assistant - (HCC1312139)	Hampshire County Council	Eastleigh	3 Mar 2013	£15,138 - £17,034 per annum (Pro-rata)	18.5 worked over Monday, Tuesday and Wednesday preferably.
Senior Administrative Assistant - (HCC1312149)	Hampshire County Council	Eastleigh	3 Mar 2013	£15,138 - £17,034 per annum (Pro-rata)	
Carers and Cleaners	Other Organisations	New Forest	31 Mar 2013	Variable	Various
Senior Administrative Assistant (HCC1312195)	Hampshire County Council	Andover Romsey	4 Mar 2013	£15,138 - £17,034	37
Waste Collection Operative – WS32	Test Valley Borough Council	Romsey	3 Mar 2013	£13,397 - £16,081 per annum	37



Hampshire
County Council

www.hampshirejobs.org.uk

Supermarkets

www.tesco-careers.com/jobsearch.cfm

www2.sainsburys.co.uk/aboutus/recruitment/careers_new.htm



www.jlpjobs.com/jobs/waitrose-jobs.htm

www.asda.jobs

www.co-operative.jobs

www.morrisons.co.uk/corporate/work-with-morrisons

www.aldirecruitment.co.uk

www.lidl.co.uk then select CAREERS

www.tesco-careers.com

Or just call in and ask about jobs - most stores have a noticeboard



HOME BASE

Check out the Recruitment section at the bottom of the page.
Download an application form and apply either to the Millbrook or Hedge
End stores. www.homebase.co.uk

Volunteering

Voluntary work can be rewarding and give you the skills to help you into work

Visit these websites for more information



www.jobcentreplus.gov.uk

www.southamptonvs.org.uk

www.do-it.org.uk

This week's featured opportunity:

Volunteer Retail Assistant

Barnardo's

NOTE: Please do not apply for this role via do-it.org, please apply in-store. If you are not sure where your nearest store is, please visit www.barnardos.org.uk/shopmap and enter your postcode to find out. If you would like to chat to a member of the team ahead of your visit you can find the store phone number by clicking on the shop icon on the map on our website.

Running a Barnardo's Store needs a good team and you could be part of it! Our stores rely on a team of multi-skilled volunteers, from all walks of life who come together to generate vital funds for Barnardo's work with children, young people and their families.

Unlike standard retail outlets, our stores offer a fantastic opportunity to gain experience in all aspects of the retail operation. Our Volunteer Retail Assistants are trained to assist in a wide range of activities including:

- . Providing strong customer service.
- . Serving customers and successfully operating the till.
- . Replenishing stock by making sure our rails and shelves are well-stocked, visually appealing and tidy.
- . Merchandising throughout the store.
- . Stock preparation including sorting, steaming and pricing.
- . Possible administrative tasks such as stocktaking.

Visit www.do-it.org.uk for more details of this opportunity

Something valuable to add to your CV * Improve future employment prospects
Help your local community

INFORMATION

JOB PROFILES

SPORTS COACH

If you love sports and want to help people perform at their highest level, this could be just what you're looking for. Sports coaches teach sports skills to individuals and teams of all sporting abilities. They teach beginners to top international professionals. They help people to reach their full potential and take part safely in their chosen sport.

To become a sports coach, you will need to have a coaching qualification that is recognised by the governing body for your sport.

A sports coach needs to inspire confidence. They need to motivate their students. You will also need determination and patience. Having a sensitive and supportive approach is also important.

As a sports coach, your tasks would include:

- planning training programmes
- running training sessions
- giving feedback on performance
- monitoring the physical condition and mental attitude of those taking part (participants)
- developing players into effective teams
- going to competitions and events with participants.

Only a few sports coaches do this job full-time. Most coach part-time, or work as volunteers whilst doing another full-time job.

Coach development officers are qualified and experienced coaches who work with County Sports Partnerships (CSPs) to help coaches develop their skills and qualifications. A CSP is a partnership of local agencies and organisations that aims to help people benefit from sport

You would usually work in the evenings and at weekends, which is when most people take part in sport.

Going to training sessions and competitions can involve a lot of travel. This could be local, national or international travel, depending on your sport and the level of the competitors that you coach.

For some sports you would spend most of your time outside in all weather conditions.



Starting Salary	£12,000
Hours per week	30 - 40

nationalcareersservice.direct.gov.uk

Why not visit our **facebook** page?

www.youngsouthampton.org/facebook

Don't forget to



217 people are currently receiving updates on jobs / training and general information from us ... ***why don't you too?***

smartcities card

Southampton City Council 'smart' card that can be your bus pass, donor card, library card, leisure card or your ID card.

Do you need a PROOF OF AGE card?

The Proof of Age Standards Scheme (PASS) is a UK-wide accredited proof of age scheme, backed by the British Retail Consortium, the Home Office, Trading Standards Institute, the Association of Chief Police Officers (ACPO) and Southampton City Council to help retailers stay within the law when selling age-restricted goods.

Applicants applying for PASS must supply Smartcities with a recent, passport quality photograph showing a clear likeness of the applicants head, shoulders and face. Do not wear a hat or dark glasses.



To download the form please visit this website:
www.southampton.gov.uk/living/smartcities/

NATIONAL MINIMUM WAGE



Year	21 and over	18 to 20	Under 18	Apprentice*
2012 (current rate)	£6.19	£4.98	£3.68	£2.65
2011	£6.08	£4.98	£3.68	£2.60
2010	£5.93	£4.92	£3.64	£2.50

From
1 October 2012
 (to be increased 1 Oct 2013)

**Confidential
 National
 Minimum Wage
 Helpline:
 0800 917 2368**

Restrictions on child employment

There are several restrictions on when and where children are allowed to work.

Children are not allowed to work:

- without an employment permit issued by the education department of the local council, if this is required by local bylaws
- in places like a factory or industrial site
- during school hours
- before 7am or after 7pm
- for more than one hour before school (unless local bylaws allow it)
- for more than 4 hours without taking a break of at least 1 hour
- in most jobs in pubs and betting shops and those prohibited in local bylaws
- in any work that may be harmful to their health, well-being or education
- without having a 2-week break from any work during the school holidays in each calendar year

There are also special rules which only apply during term times and school holiday times.

Term time rules

During term time children can only work a maximum of 12 hours a week. This includes:

- a maximum of 2 hours on school days and Sundays
- a maximum of 5 hours on Saturdays for 13 to 14-year-olds, or 8 hours for 15 to 16-year-olds

School holiday rules

During school holidays 13 to 14-year-olds are only allowed to work a maximum of 25 hours a week. This includes:

- a maximum of 5 hours on weekdays and Saturdays
- a maximum of 2 hours on Sunday

During school holidays 15 to 16-year-olds can only work a maximum of 35 hours a week. This includes:

- a maximum of 8 hours on weekdays and Saturdays
- a maximum of 2 hours on Sunday

www.gov.uk/child-employment/restrictions-on-child-employment

www.transportdirect.info

For help with directions and travel

www.fish4jobs.co.uk

Features around 20,000 jobs

www.jobsite.co.uk

Upload your CV & Get Jobs-by-Email

www.fasttomato.com

Careers interactive programme



MORE USEFUL WEBSITES

www.direct.gov.uk/en/YoungPeople/index.htm

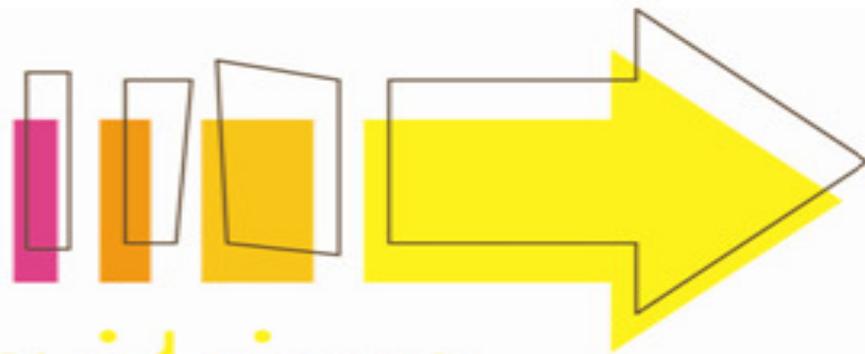
Offers help with careers, work, training, your rights, travel and much more.

www.youngsouthampton.org

Information for young people in Southampton

www.dailyecho.co.uk/jobs/tools/

Submit your CV and the Daily Echo will match it to their jobs.



Positive Directions



Aged 16 – 17?



Not in Education, Training or Working?



No GCSE's? Or GCSE's below a C?

We can help you to decide your future, we work with you to achieve your goals!

Contact Francesca Prior at City Limits Employment on 02380917585



Part of the Youth Contract Funded by the Education Funding Agency

Want to move your family forward

BUT.....

I want to be part of my local community – I feel socially isolated

I am concerned about Health or Well-being? How can I work?

I can't use... computers, / email accounts? How do I do that? Internet searches

Childcare

I have no CV – Interviews? How do I do it?

I have not worked for years... Where do I start?



EMPLOYMENT

Family Project

Call us at City Limits Employment on **02380 917585**

Ask to speak to Mandy Burdfield, Francesca Prior or Mandy Jurd
or email for further information:

mandy.burdfield@southampton.gov.uk

francesca.prior@southampton.gov.uk

amanda.jurd@southampton.gov.uk

We want to help you **AND** your family!



TRAINING



Steps 2 Success

Are you aged 16-18?

Not in Education Employment or Training?

Want to develop your skills, gain qualifications or prepare for further learning in September?

Steps 2 Success can offer:

- Short courses
- Part time hours
- Local venues
- Regular start dates

Step Into Learning, Opening Doors and GOALS

Entry Level/Level 1 courses to assist you to move forward in 2013.

Find out more:

Phone: 023 80874874

Email: info@totton.ac.uk





Get Started with Outdoor Activities

with The Prince's Trust



Co-financed by



If you are 16-18 (or 19-25 if you have a registered disability or a learning difficulty) living in Southampton or Eastleigh and into Outdoor Activities but out of work, then Get Started with us and achieve your goals.

Join our free Creative Industries programme where you can:

- take part in outdoor pursuits including high and low ropes, canoeing and kayaking
- gain a relevant qualification to the outdoor activities sector
- enjoy a fun week improving your teamwork and communication skills and your confidence
- get three months support after the programme to help you into further education, training or employment

Interested?

To register your interest, or for more information, contact:

Shirley Eastwood on 02380 622663 or 07909 545004 or email gssoutheast@princes-trust.org.uk or text OUTDOOR to 07909 545004

See if this programme is for you on our Taster day on 27th February 2013

This programme runs from 4th March to 8th March 2013 in Southampton

Are You 16-18 Years Old?
Not employed, at College or in
training. Why not enjoy
2 Day's Of FREE Activities?

Help a Local Charity



GROUNDWORK
CHANGING PLACES
CHANGING LIVES

Get FREE advice on Jobs &
Training

*Top 10% Of Colleges
In The UK*



*Outstanding
Success*

FREE fun activity with

ACTIVE^{NATION}

Woodmill Activity Centre

~~28th & 29th November 12 Places~~

~~9th & 10th January 12 Places~~

~~27th & 28th February 12 Places~~

17th & 18th April 12 Places

5th & 6th June 12 Places



For More Information Call or Txt
02380 577290 / 07825 854353



Skills2Achieve (S2A) is a programme that helps and supports young people aged 16-18 to gain the skills to enter employment, apprenticeships or full-time education.

Learners are given essential information, advice and guidance to make real life choices on how to move forward, while also making new friends.

The programme, which is completely funded by the Young People's Learning Agency, provides the opportunity to build vocational skills and understand more about employment opportunities.

For more details please contact:

*Amber Rowley
Senior E2E Tutor
Southampton
02380 211683*

1st Floor • Spitfire House • 28-29 High Street • Southampton • Hampshire • SO14 2DF

T 02380 211683

M 0759 5069594

E amber.rowley@enham.org.uk

www.enham.org.uk

Youth Options

a better future
for young people

Are you aged 16-17?

Fancy a week away full of fun activities?

How about gaining valuable experience
volunteering whilst boosting your CV?

Sign up now!



£30!

Limited places available!

Call Rachael Hancock
07825041996

See reverse for more details



Apprenticeships Deliver National Apprenticeship Week 2013 #NAW2013

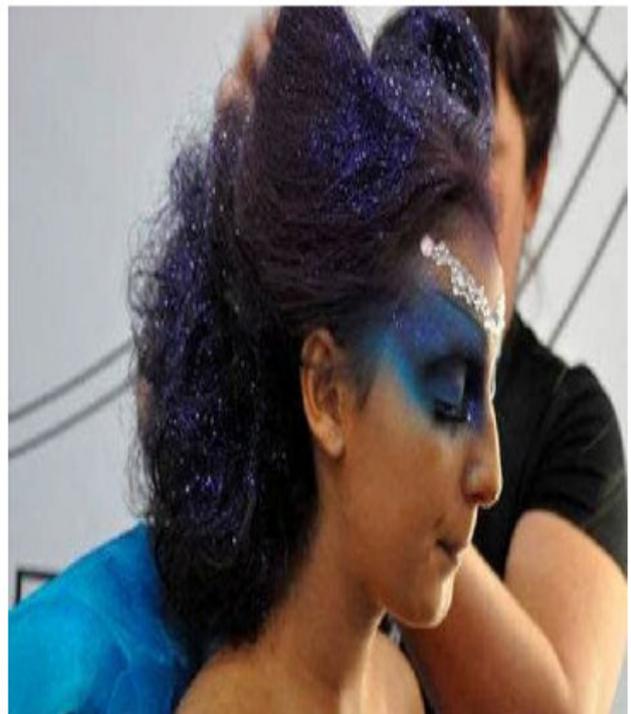


Apprenticeships Event – Tuesday 19 March –

St Mary's Stadium, Southampton

10am – 3pm for school groups 3pm – 6pm open for everyone

- Come and have a go at a range of Apprenticeship related activities, from wiring and plumbing to cocktail making and hair & beauty skills.
- Find out more about Apprenticeships by talking to current apprentices, employers of apprentices and training providers.
- Find out how to register on the Apprenticeship vacancies website and how to apply for Apprenticeships.



If you are interested in bringing a group of students to this event, or would like further information, please contact
Sarah.Sawyer@apprenticeships.gov.uk

In Partnership with:



New Health & Social Care Pre-apprenticeship Programme with Guaranteed Employment

FREE 12 week Health & Social Care Pre-apprenticeship Programme for NEET young people 16-19 who would like to work in the Health & Social Care sector.

The programme has limited places, commencing on the 13th March 2013. Our award winning Quinn training division will be leading the programme, based here in Southampton. All transport needs will be catered for, but preference will be given to young people who have their own transport/means to get around.

This programme is suitable for any NEET young person 16-19 years of age who is **interested in a career within Health & Social Care**. This opportunity is for care of older people, but completion of the full Diploma in Health & Social Care can lead to a variety of careers within this sector.

Successful completion of the 12 week programme will automatically lead to a Guaranteed Apprenticeship with Social Care in Action, either within our Extra Care facilities or Domiciliary Care.

To find out more about this exciting programme or to recommend a young person please give us a call on;
023 8051 6019 or email paula.bennetts@scagroup.co.uk

An informal briefing/interview session for young people will take place on **Thursday 7th March**.



APPRENTICESHIPS

WHAT IS AN APPRENTICESHIP?

Apprenticeships are an excellent way of gaining qualifications and workplace experience. As an employee, you can earn as you learn and you gain practical skills from the workplace.

Do I have to pay anything?

Do I have to pay tax & national insurance?

Do I get paid?



While you are on an Apprenticeship, your employer pays you a salary and supports you whilst you undertake your training. Most of the training is 'on the job' within the workplace however the rest can be provided by a local college or by a specialist learning provider or in some cases it could all be undertaken by your employer.

As is the case of all employees aged over 16, all apprentices must still pay tax and national insurance on their income.

Yes, all employed apprentices will get a wage. The National Minimum Wage (NMW) is currently £2.65 per hour.

However, as skills develop, many employers tend to increase wages – in fact, research has found that apprentices earn an average of £170 net pay per week.

The apprentice NMW applies to all 16 to 18 year olds and to those aged 19 and over in the first year of their Apprenticeship. If you reach age 19 and have completed the first year of your Apprenticeship your employer must pay you at least the full NMW rate for those aged 18 to 20.

APPRENTICESHIPS ON-LINE

Here is the current list of Apprenticeships available in the Southampton area, please check the website at there are many more

www.facebook.com/apprenticeships

<u>Health and Social Care Apprenticeship with First Choice Community Support Service Ltd</u>	1	Southampton	Health and Social Care (Skills for Care)	28/02/2013
This role will be working in peoples homes offering the needed support.				
Delivered by FNTC Training & Consultancy.				
<u>Customer Service Apprenticeship with Garmin (Europe) Limited</u>	1	Southampton	Customer Service (CFA)	28/02/2013
You will be responsible for answering telephone, email and postal enquiries from GE customers. You will offer both pre and post sales support. The level of support required is considered to be of a technical nature.				
Delivered by FNTC Training & Consultancy.				
<u>Support Worker Apprenticeship with Complete Care</u>	2	Southampton	Health and Social Care (Skills for Care)	28/02/2013
An opportunity has arisen to begin an apprenticeship in Care.				
Delivered by FNTC Training & Consultancy.				
<u>Aerospace Apprentice with GE Aviation</u>	1	Southampton	Engineering Manufacture (Craft and Technician)	01/03/2013
We are looking for inspirational people at the start of their career to join our team based at the Hamble (Southampton) facility. GE Aviation Hamble has built on its success as a major employer of the area				
Delivered by Fareham College.				

<u>Home Carer (Southampton) with Willow Tree Homecare Ltd</u>	4	Southampton	Health - Healthcare Support Services	28/02/2013
Assisting Service Users to remain independent in their own homes. Homecare positions available in Southampton, Hythe, Ringwood and New Milton. 30 hours per week.				
Delivered by Care Learning Centre.				
<u>Apprentice Chef with Devere Grand Harbour Hotel</u>	1	Southampton	Hospitality and Catering (People 1st)	28/02/2013
Assistant Chef in The Grand Harbour Hotel Southampton. This post is a very demanding one but very rewarding too.				
Delivered by HTP Training.				
<u>Apprentice Business Administrator Estate Agency with Aspire Southampton Ltd</u>	1	Southampton	Business and Administration (CFA)	28/02/2013
Opportunity for an apprentice to train in the role of business administrator duties to include Data input, Answering the telephone and dealing with enquiries				
Delivered by Positive Outcomes Ltd.				
<u>Business Admin Apprentice with Cubic Digital Limited</u>	1	Southampton	Business and Administration (CFA)	04/03/2013
Vibrant graphic design and print company seeking a confident business admin apprentice to assist in daily office duties.				
Delivered by Training Associates Surrey.				
<u>Business Services Apprentice with Aap3 Limited</u>	1	Southampton	Business and Administration (CFA)	04/03/2013
Opportunity for a Business Services Apprentice to work within an office based in the Southampton area. You will work as the Administration Assistant, providing support to the Sales Team.				

Delivered by JHP Training.				
<u>IT Service Desk Apprentice with Aap3 Limited</u>	1	Southampton	IT Application Specialist	04/03/2013
IT Service Desk Apprentice vacancy in the Southampton area. You will work as part of the helpdesk team, as the main contact for internal users.				
Delivered by JHP Training.				
<u>Nursery Assistant Apprentice with The Nursery At Itchen College</u>	1	Southampton	Children and Young People's Workforce	11/03/2013
This is a Nursery Assistant role based within a very friendly nursery in Itchen with children from 3 month to 5 years. Working within a qualified and friendly team, you will be caring for the children on a day to day basis.				
Delivered by JHP Training.				
<u>Apprentice Container Controller (FREE NUS STUDENT CARD IF YOU ARE PLACED IN THIS ROLE!!) with Eldapoint Ltd</u>	1	Southampton	Business and Administration (CFA)	04/03/2013
Eldapoint Ltd in Totton is looking for a motivated and ambitious individual to join their Team as an Apprentice Container Controller.				
Delivered by Key Training Group Ltd.				
<u>Warehouse Operative Apprentice with Amari Aerospace Ltd</u>	1	Southampton	Warehousing and Storage (Skills for Logistics)	05/03/2013
Amari Aerospace, Southampton, a fast growing independent multi-metals stockholder has a fantastic opportunity for a Warehouse Operative Apprentice to join their busy expanding Warehouse team.				
Delivered by Totton College.				
<u>Trainee Administration Apprentice with Peartree House Rehabilitation Ltd</u>	1	Southampton	Business and Administration (CFA)	04/03/2013

Successful Health and Social Care company in Southampton requires eager to learn apprentice, whom will be assisting their friendly office with general admin duties.

Delivered by Training Associates Surrey.

<u>Apprentice Lettings Negotiator with Enfield Property Service</u>	1	Southampton	Customer Service (CFA)	11/03/2013
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Start your career in Property with this excellent Negotiator role

Delivered by Tempus Training.

<u>ATA Systems Administrator with apprentices for business'</u>	1	Southampton	Business and Administration (CFA)	10/03/2013
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Two fantastic opportunities have arisen for Apprentice Systems Administrators within the Information Management & Technology (IM&T) department of the Solent NHS Trust.

Delivered by The London Apprenticeship Company.

<u>Fleet Maintenance and Repair Apprenticeship (Southampton) with Royal Mail</u>	1	Southampton	Vehicle Maintenance and Repair	17/03/2013
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Vehicle Maintenance and Repair Apprenticeship vacancies have now been created which involve a 4 year Apprenticeship Programme with Royal Mail.

Delivered by City of Bristol College.

<u>Administrative And First Impressions Apprentice with INTELLIGENT OFFICE UK LIMITED</u>	1	Southampton	Business and Administration (CFA)	12/03/2013
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Join Intelligent Office as an Administrative and First Impressions Apprentice, gaining valuable experience and excellent training in all areas of administration.

Delivered by Key Training Group Ltd.

<u>Apprentice Accounts Administrator with Sharma & Co</u>	1	Southampton	Business and Administration (CFA)	19/03/2013
This is a fantastic opportunity for someone interested in a career within the Accountancy industry. You will join Sharma & Co as an Apprentice Accounts Administrator.				
Delivered by Key Training Group Ltd.				
<u>Web Design Apprentice with Toolkit Websites Limited</u>	1	Southampton	Business and Administration (CFA)	20/03/2013
This web design apprentice opportunity will ideally suit a keen and dedicated person looking to gain valuable work experience in a rapidly growing and successful web design company.				
Delivered by Babcock Training Limited.				
<u>Apprentice Lettings Negotiator with Enfield Property Service</u>	1	Southampton	Business and Administration (CFA)	18/03/2013
A dynamic Apprentice is needed for this is varied role.				
Delivered by SMART Training & Recruitment Ltd.				
<u>Hairdressing Apprenticeship with Fresh Air</u>	1	Southampton	Hairdressing (Skills Active/ Habia)	11/03/2013
Friendly, busy, local salon in Shirley that has a broad range of clientele and offers fantastic training				
Delivered by Above Bar College.				
<u>Energy Company Apprenticeship (Southampton) with SSE PLC</u>	2	Southampton	The Power Industry	17/03/2013
We are looking to recruit talented people for our 2013 programme offering electrical, gas and mechanical apprenticeships as well as multi-skilled craft Modern Apprenticeships.				
Delivered by Sse Services Plc.				
<u>Health Care Assistant with Stoneham House</u>	1	Southampton	Health and Social Care (Skills for Care)	15/03/2013

<p>Stoneham House are looking for a kind and caring member of staff on a full time basis to join their friendly and caring team. If you feel you are passionate about care and have a lot to offer then we would love to hear from you.</p>				
<p>Delivered by T2 Business Solutions.</p>				
<p><u>Health Care Worker with Agincare</u></p>	<p>1</p>	<p>Southampton</p>	<p>Health and Social Care (Skills for Care)</p>	<p>18/03/2013</p>
<p>Agincare are looking for a enthusiastic, keen individual to join their domiciliary care. If you have a full UK driving licence and a car then we would love to hear from you.</p>				
<p>Delivered by T2 Business Solutions.</p>				
<p><u>Night Care Assistant with Oakwood Rest Home</u></p>	<p>1</p>	<p>Southampton</p>	<p>Health - Healthcare Support Services</p>	<p>18/03/2013</p>
<p>Oakwood Residential Home, located in the area of Stroud, caters for elderly residents whom suffer with dementia and/or people with a mental disability.</p>				
<p>Delivered by T2 Business Solutions.</p>				
<p>Business Administration Apprenticeship with Peartree House Rehabilitation Ltd</p>				
<p>1</p>	<p>Southampton</p>	<p>Business and Administration (CFA)</p>	<p>31/03/2013</p>	
<p>The opportunity to work in a business administration role helping to support the running of busy Care rehabilitation unit. This job would involve a range of day to day tasks.</p>				
<p>Delivered by FNTC Training & Consultancy.</p>				
<p><u>Apprentice Machinist/Fitter with Bootham Engineers Ltd</u></p>	<p>2</p>	<p>Southampton</p>	<p>Engineering Manufacture (Craft and Technician)</p>	<p>28/03/2013</p>
<p>Production engineering involves some very precise skills that are always in demand. Join us to learn those skills!</p>				
<p>Delivered by Southampton Engineering Training.</p>				
<p><u>Manufacturing Apprentice with</u></p>	<p>1</p>	<p>Southampton</p>	<p>Engineering</p>	<p>31/03/2013</p>

<u>R&M (Fixings & Supports) Limited</u>			Manufacture (Craft and Technician)	3
<p>R&M Electrical is a modern, international company with high standards of quality. The ever-increasing expectations of our customers, we only can meet if all our employees are motivated and perform well.</p>				
<p>Delivered by Southampton Engineering Training.</p>				

Visit this website for more information and to register on-line

www.apprenticeships.org.uk



ADVICE

Are you:

- 🍃 Looking for a job?
- 🍃 Unsure where to look?
- 🍃 Worried about interviews?
- 🍃 Not sure what skills you have?
- 🍃 Needing a confidence boost?

Yes? Why not try the...

ParkLife Job Club

1pm to 3pm

The Community Room, St. James' Park, Shirley

Special offer for first session!

Special café lunch & hot drink free for every jobseeker, who registers with the club on the day, between 12 and 1pm

There is limited parking at the park. So, if you can, walk, cycle or bus.

Call City Limits Employment: **023 80917585**

or **text** your name & JobClub to **07525855926** to find out more.

F&SJP
Friends of St James' Park



NO LIMITS

Training

Employment

Helping Young People
Help Themselves

Work Club

Looking for support

Get help with

Completing CVs

Identify your
strengths and
interests

Preparing for
interviews

Learning Interview
techniques

Job search

Are you aged
between 16
and 25?

Work Club is for anyone
who wants support to
find a job or get
involved in training or
education.

Monday's 2:00pm-4:00pm

City Centre: 24a Bernard
Street, SO14 3AY

www.nolimitshelp.org.uk



@nolimitshelp



nolimits



Drop-in Centres

These are the drop-in centres based at 3 locations around Southampton. Each of the centres is staffed by friendly youth workers who have been trained in supporting young people. The centres also have:

- Telephones (for making benefits claims, or for calling the organisations you need to speak to)
- On line computers, job vacancy bulletins and today's local newspaper
- Leaflets and information, and use of our online information resources
- Free condoms, chlamydia tests, and pregnancy tests
- Specialist advice sessions, and workers from other specialist organisations working on our drop-ins
- Use of the photocopier
- Use us as a "care-of" address if you are homeless
- The drop-in in the City Centre also has shower and laundry facilities for homeless young people to use

We also run drop-ins in schools and colleges around the city during term times, in partnership with Contraception and Sexual Health Services.

During the summer holidays, while schools and colleges are closed, the **Contraception and Sexual Health nurses** will deliver one session a week at each of the 3 No Limits centres.

No Limits Shirley



278 Shirley Road, Southampton, SO15 3HL
Tel: 023 8051 1051

Opening Times:

Monday: 10am - 1pm
Tuesday: 2pm - 5pm, 6pm-8pm
Wednesday: 2pm - 5pm
Thursday: 10am - 1pm, 2pm-5pm
Friday: 10am - 1pm

No Limits City Centre



24a Bernard Street, Southampton, SO14 3AY
Tel: 023 8022 4224

Opening Times:

Monday: 10am - 1pm, 2pm-5pm
Tuesday: 10am - 1pm
Wednesday: 2pm - 5pm, 6pm-8pm
Thursday: 2pm - 5pm
Friday: 10am - 1pm
Saturday: 10am -1pm

No Limits Sholing



406 Portsmouth Road, Southampton, SO19 9J
Tel: 023 8043 5000

Opening Times:

Monday: 2pm - 5pm
Tuesday: Closed
Wednesday: 2pm - 5pm
Thursday: Closed
Friday: 2pm - 5pm



Youth Support Services in Eastleigh and Winchester

Day	Time	Activity	Venue
Tuesday (term-time only)	9.30am - 11.30am	<p>H.O.P.E. Job Club - Help to get Organized, Prepared and Encouraged into work.</p> <p>H.O.P.E. Job Club is run for 16 to 24 year olds,</p> <p>Want to know more? hopejobclub@gmail.com, phone 07970 543098 or just turn up!</p>	Fair Oak Library, Campbell Way, Fair Oak, Eastleigh, SO50 7AX
Tuesday	11.30am - 2.30pm	For more information, call 023 8068 4930 (extension 32)	The Energy Youth Centre Leigh Rd, Eastleigh SO50 9DQ
Wednesday	12.30pm - 3pm		The Discovery Centre Jewry Street, Winchester SO23 8SB
Wednesday		Time Out LGBT Project	Call 023 8068 4930

Tel: 023 8068 4932 (Eastleigh)
Rookwood Centre
Penshurst Way
Boyatt Wood
Eastleigh
SO50 4RJ

Tel: 023 8061 3075 Email:
youth.eastleighandwinchester@hants.gov.uk

www3.hants.gov.uk/childrens-services/youthtube



Youth Support Services in The New Forest

Day	Time	Activity	Venue
Tuesday	2pm – 5pm	Access All Areas drop-in supports young people aged 15 to 19 (up to 25 if you have additional needs). For more information, email info@iyc.org.uk	Applemore Youth Support Service Office, Claypits Lane, Dibden
Wednesday	4.30pm - 6.30pm	The HUB - open access for young people aged 11 to 19 (up to age 25 with specified additional needs). Contact: Kelly Price - kelly@youthandfamiliesmatter.org.uk	Totton Youth Centre, Testwood Lane, Totton (situated in the grounds of Testwood School)
Thursday	6.30pm - 9pm	Parent Link. For more information, email slnash@btinternet.com	Colors Youth Club, Long Lane, Holbury
Friday	10am - 1pm	Access All Areas drop-in supports young people aged 15 to 19 (up to 25 if you have additional needs). For more information, email info@iyc.org.uk	It's Your Choice, 37 Salisbury Road, Totton
Friday	1pm - 4pm	Access All Areas drop-in supports young people aged 15 to 19	Hythe Job Centre

New Forest Youth Support Service

Claypits Lane
Dibden,
Southampton
SO45 5TN

Tel: 023 8087 7960

Email: youth.newforest@hants.gov.uk

www3.hants.gov.uk/childrens-services/youthtube

FREE BREAKFAST

Monday Morning Job Search Club

Mondays 8.30-11am (term time only)
Hoppers Room, Harefield Primary School, S018 5NZ

Improve your chances of getting a job.
Open to everyone, just drop in!

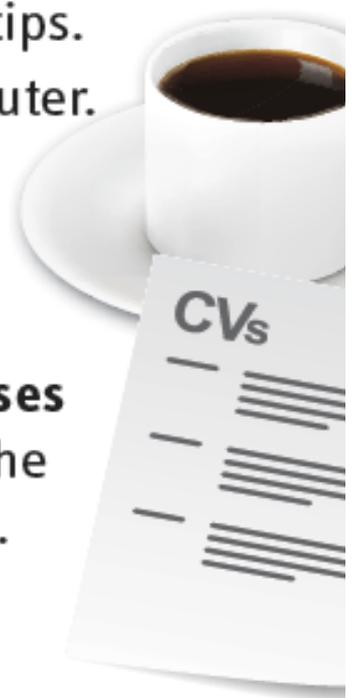


Come in and see us for a chat and a cuppa for:

- **Job search** – improve your CV, search for job vacancies, complete applications and get interview tips.
- **Internet access** – and help to use a computer.

Also available

- **Careers advice by Next Step.**
- **Improve your skills with free online courses**
– driving theory practice, computers for the terrified, improve your IT skills and so on.
- **Other help and advice** – from housing to health, & money to energy bills.



For more information please call
Carol Ryde Southampton City
Council **Tel: 023 8083 4414.**



Job Club

If you are 16 to 24 years old and would like practical help and advice on getting and keeping a job please join us at

Fair Oak Library

9.30am to 11.30am
Every Tuesday*

*During school term time

Help to get Organized, Prepared and Encouraged into work
07970543098
hopejobclub@gmail.com

The Youthouse

Moorgreen Recreation Ground,
Moorgreen Road, West End,
Southampton, SO30 3EG
Tel: 07725 724619 or 02380 462371

Careers session

Tuesdays 12.30pm – 2.30pm
(phone to book).

Youth club nights

Tuesday to Friday for young people
aged 8 – 18+ years.



Getting Back to Work



Do you need help with:

- Searching for Jobs?
- or Getting on the Right Course?
- Writing or Updating Your CV?
- Accessing the Internet?
- Setting up and Using Email?
- Completing Job Application Forms?
- Interview Techniques?
- Confidence Building and Dealing with Stress?

Tuesdays 12.30 - 2.30pm

One to one appointments to help you improve your chances of employment

For more information or to book an appointment contact:

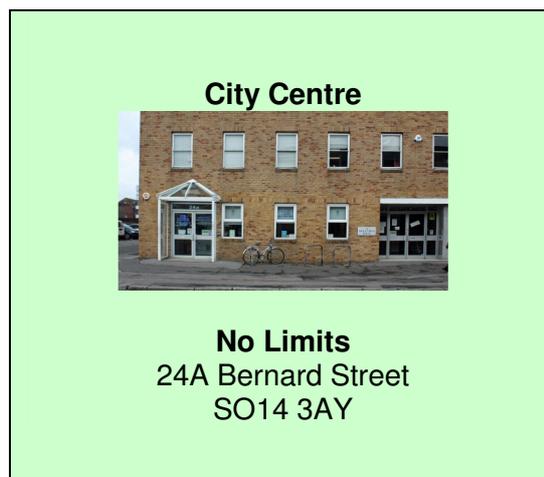
Lisa Brooks 023 8091 7585
lisa.brooks@southampton.gov.uk

or pop into the Warren Centre

This service is completely free of charge

Talk to an Adviser at one of our friendly drop-ins

MON	TUES	WED	THUR	FRI
NO LIMITS WORK CLUB 2.00 - 4.00	DROP IN 10.00 - 1.00		DROP IN 10.00 - 1.00	



- Job Search
- Careers Advice
- CV Preparation / updating
- Personal Issues
- Benefit Claims
- College courses / training
- Housing
- Job Search
- General help and advice
- Application form help

No appointment needed
Just call in
Friendly, informal atmosphere
... see you soon!

Need to chat with someone?

Please call:

West team 023 8091 7747

East team 023 8091 7754