

# Your Future Starts Here

## Recruit-Ability

### **An employment and training initiative for disabled people**

The Recruit-Ability programme provides 12 months full or part-time paid work experience and training for people who have a disability.

As well as on-the-job, paid work experience, participants can expect to receive full support and career advice, as well as access to all Walsall Council training courses and the opportunity to work towards a nationally recognised qualification such as an NVQ.

**Please note: These placements are available to disabled people only who are new to Walsall Council and new to this type of positive action programme.**

The following placements are available on the programme:

#### **Administrative/Information Assistant – Ref: SS55409**

**Training allowance of £12,145 per annum (£12,787 at age 21 and above)  
37 hours per week.**

Walsall Centre for Independent Living, based in Bridge Street, Walsall town centre, is a one-stop organisation offering support and advice on independent living services, training and employment opportunities for disabled people, carers and people over 50.

We are looking for someone with excellent customer care skills to provide receptionist and information support to the centre. This will include dealing with enquiries, undertaking general office duties and the ordering, organisation and provision of information and leaflets to clients.

#### **HRD direct Assistant – Ref: RE06409**

**Training allowance of £12,145 per annum (£12,787 at age 21 and above)  
37 hours per week.**

Human Resources and Development (HRD) deal with the personnel, payroll, pensions, recruitment and training for the whole of Walsall Council. The HRD direct team deal with front line enquiries and provide advice to other members of staff of all levels. We are based in the Civic Centre, Walsall town centre.

We are looking for someone to help us by dealing with general enquiries at our reception point, updating computer systems with confidential information and assisting with other office duties such as photocopying, scanning and dealing with post.

Interviews will be held on 23<sup>rd</sup> April 2010.

**Closing date for all posts is: 15<sup>th</sup> March 2010.**



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### ICT Support Officer (1<sup>st</sup> Line) – Ref: RE06509

Training allowance of £12,145 per annum (£12,787 at age 21 and above)

**37 hours per week.**

Based on the 3<sup>rd</sup> Floor of the Civic Centre in Walsall Town Centre, you will provide day to day support to Council staff who make contact with the ICT Service Desk, helping to provide guidance and resolve their ICT issues. You will record information and hand over some issues to second line support.

With excellent communication skills, you should be computer literate and have a knowledge of technical issues with an ability to maintain ICT systems and data information.

Interviews will be held on 23<sup>rd</sup> or 24<sup>th</sup> March 2010.

**Please note: This placement is available to disabled people only who are new to Walsall Council and new to this type of positive action programme.**

### Leisure Centre Assistants (2 placements available) – Ref: NS37209

Training allowance of £12,145 per annum (£12,787 at age 21 and above)

**1 placement based at Bloxwich Leisure Centre, 1 placement based at Oak Park Leisure Centre, both working 37 hours per week.**

You will greet Leisure Centre customers at the reception point and deal with enquiries both in person and over the telephone. Along with this, you will deal with payments for services, operate computer booking systems and control access to facilities.

Applicants should have an understanding of computer systems and the importance of good customer care.

Interviews will be held on 16<sup>th</sup> April 2010.

**Please note: This placement is available to disabled people only who are new to Walsall Council and new to this type of positive action programme.**

**Closing date for all posts is: 15<sup>th</sup> March 2010.**

Visit our website at **[www.walsall.gov.uk/jobshop](http://www.walsall.gov.uk/jobshop)**



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### Programming and Marketing Assistant – Ref: NS37309

Training allowance of £12,145 per annum (£12,787 at age 21 and above)

**37 hours per week.**

Based at the New Art Gallery in Walsall Town Centre, you will help to monitor the success of art and educational events by collecting data and evaluating feedback. Good written communication and IT skills are important for this placement as you will help put together both general and online marketing campaigns and learn to update the gallery website. You will also help with other administrative duties.

If you feel that you have a customer focussed attitude and excellent IT skills, we look forward to hearing from you.

Interviews will be held on 16<sup>th</sup> April 2010.

**Please note: This placement is available to disabled people only who are new to Walsall Council and new to this type of positive action programme.**

### Administrative Assistant – Ref: CH77809

Training allowance of £12,145 per annum (£12,787 at age 21 and above) pro rata to hours worked

**18.5 hours worked over Monday, Tuesday and Friday each week.**

Based at the Aldridge Manor House Youth Centre, Little Aston Road, Aldridge, Walsall, you will provide office support to the youth service. This will include archiving and filing information, using a computer to type documents and update spreadsheets and databases, dealing with telephone enquiries and helping to organise events and meetings.

You should be able to use computer systems and understand the importance of maintaining accurate filing systems.

Interviews will be held on Tuesday 20<sup>th</sup> April 2010.

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**Closing date for all posts is: 15<sup>th</sup> March 2010.**

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### Recruitment Assistant – Ref: RE06609

Training allowance of £12,145 per annum (£12,787 at age 21 and above) pro rata to hours worked

**20 hours working mornings over 5 days.**

The Strategic Recruitment Team is based in Human Resources and development on the 3<sup>rd</sup> floor of the Civic Centre in Walsall town centre. We are looking for someone with an understanding of computers and the internet to help to upload vacancy information onto recruitment websites and to enter data and statistics onto various databases and spreadsheets.

You will also assist at and in the organisation of regular recruitment events so good people and organisational skills will be key qualities that you should hold.

Interviews will be held on 28<sup>th</sup> April 2010.

**Please note: This placement is available to disabled people only who are new to Walsall Council and new to this type of positive action programme.**

**To discuss your eligibility for these placements, please contact the Disability Employment Advisors at Walsall Jobcentre Plus - call 0845 6043719.**

**Closing date for all posts is: 15<sup>th</sup> March 2010.**

***Why not come along to Ability First, a Recruitment Event for disabled people on Saturday 6<sup>th</sup> March at the Town Hall, Leicester Street, Walsall from 10.00am – 1.00pm? Here, you can discuss the placements available and speak to other local organisations and training providers. Please call Alix Rainsford on 01922 655742 or text phone 0845 111 2910 to discuss any special requirements for the event.***

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