



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier

Job Placement title Trainee Commercial Admin Assistant

Company name The Wildlife Trust for Lancashire, Manchester and North Merseyside

Job Placement summary

To assist in the setup and maintenance of processes and procedures for the commercial departments across three operational sites as well as commercial activity throughout the trust.

This will include day to day maintenance of the back end of our EPOS systems, integrating online supplier portals and invoicing to our EPOS systems, and setup and undertaking Stock Take's and generating reports.

This position can be based remotely and / or at head office and will include visits to our sites to undertake audits, stock takes, spot checks of standards and procedures & assisting with technical issues that may arise on site in regards to EPOS, Ordering portals, and processes and procedures.

Essential skills, experience and qualifications

Full driving licence and access to your own transport to travel between sites when required (Travel Expenses from Brockholes will be covered)

A good working knowledge of EXCEL, a lot of the work will be focussed on building reports, adding calculations, and linking worksheets. Support will be given to develop skills but a good starting understanding.

Strong knowledge of IT and computers, a past working in admin and a good knowledge of maths and how equations can and will be built from EPOS and Invoice data.

A history working in or alongside Finance / Accounts, the position will work as a link between the operational commercial teams and the office-based finance/accounts department.
Analytical mindset, being able to review numbers and data.

Ability to learn new applications and systems, this position will manage and maintain a bespoke EPOS system that is unique to the trust so the ability to learn new IT systems is an absolute must.



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Job category (DWP use only)

Number of hours per week

Flexible days depending on business needs between 9am – 5pm.

Working pattern and contracted

hours (including any shift patterns) 25

Hourly rate of pay

Details of employability support (training opportunities/mentor)
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<p>The trainee will, as part of their role, undertake a wrap-around 6-month programme of employability and developmental training, delivered by Charityworks – the UK non-profit sector’s talent programme with over a decade of experience supporting young people to kickstart their career to create social change. Learning together with their Kickstart peers across the charity sector, all sharing similar values and career motivations, this programme will be similar in approach to the national Charityworks scheme (www.charity-works.co.uk).</p>
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<p>It will comprise a range of onboarding support, skills sessions aimed at developing employability, national conferences, group workshops, peer coaching and practical toolkits all delivered through the Charityworks Digital Learning Platform. Charityworks are currently exploring the possibility for the Kickstart Learning Programme to be an endorsed ILM (Institute of Leadership & Management) opportunity, and for them to be able to offer in real life delivery as and when government restrictions allow.</p>

Closing date for applications

Using the table on the next page please provide details for each Job Placement by location.



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Employer Job Placement reference (where applicable) 12 Characters Max	Job Placement location and address (including post code)	Contact details for the Job Placement Name (required) Email address (required) Telephone (optional)	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available? Yes/ No/ Don't know	Anticipated start date/s (if known)
	Brockholes Nature Reserve, Preston, PR5 0AG	Ed Bailey ebailey@lancswt.org.uk	You will need to fill in an application form and return it by email to the contact(s) listed on the relevant job description. You can download an application form here	1		Yes but some walking required	May 2021