



**District Vacancies
30th September 2022**



Is your customer Job Ready Please ensure all customers have their proof of their [Right to Work Documents - UK](#) Employers, must view a job applicants right to work details before they employ them. Employers may request customers bring their Right To Work Documents or a copy of their Right to Work Documents with them to their interview. 😊

Educ8 Training are currently offering a number of Apprenticeship vacancies, in various sectors, across the region.

Apprentices, whether just starting out, looking to change direction or advance their career will benefit from an Apprenticeship. Apprentices will learn whilst earning in a real job from industry professionals, gaining the key skills that businesses in Wales are looking for whilst gaining a nationally recognised qualification.

[All current vacancies](#)

The link to their vacancies can be found [here](#) and available qualifications can be found [here](#).

Income Recover Officer
Person Specification
Closing Date 6th October



	ESSENTIAL	DESIRABLE (nice to have)
Qualifications/Education	<ul style="list-style-type: none"> • A good standard of general education to include literacy and numeracy • Relevant professional qualification or equivalent gained by experience 	<ul style="list-style-type: none"> • Housing Qualification
Experience	<ul style="list-style-type: none"> • Debt management and income recovery, to include court casework and attendance • Of working within a social housing environment • Maintaining accurate records and producing reports • Dealing sensitively and effectively with all sections of the community within a customer focused organisation • Liaising with external agencies and building relationships with partners, tenants and stakeholders 	<ul style="list-style-type: none"> • Experience of working in a Psychologically Informed Environment • Experience and or knowledge of Restorative Approaches
Knowledge	<ul style="list-style-type: none"> • Of current legislation in relation to universal credit/housing benefit and other welfare benefits; county court possession • Of social housing and the policies and procedures within the housing sector 	<ul style="list-style-type: none"> • Adverse Childhood Experiences (ACE's) and their impact • Knowledge of financial inclusion/money advice
Skills	<ul style="list-style-type: none"> • Competent in MS Office and housing databases • Excellent organisation and planning skills • Ability to deal effectively with difficult customers, both on the phone and face to face, 	<ul style="list-style-type: none"> • Previous experience of open housing

	remaining calm and professional at all times	
Personal Attributes / Abilities	<ul style="list-style-type: none"> • Ability to work under pressure and deal with changing, varied priorities • Understanding and ability to work flexibly as part of a team and use own initiative to manage and take responsibility for own caseload • Passionate about delivering excellent customer service 	

Deli Plus – based on the ground floor of the Admiral building are recruiting Kitchen/ Food & Beverage Assistants & Baristas

We're Looking For Enthusiastic People To Join Our Team

Full/Part Time Kitchen, Cooks, Kitchen/Front of House Assistants & Baristas

25-37.5 hours Monday- Friday Between 7:00am-4:30pm Days

- Wage Between £9:50-11:50 per hour
- Preparing/Cooking breakfast & lunches (cooks)
- Salads, fillings, product production & cleaning
- Food hygiene level 2 essential
- Complimentary Food & Drink When You Work

CV to info@deli-plus.co.uk

Recovery Cymru (CAVDAS) - CAVDAS Vacancies

Cardiff and the Vale of Glamorgan Drug and Alcohol Service (CAVDAS) offers the opportunity to work as part of a creative and supportive multi-disciplinary team making a difference in Cardiff and the Vale. CAVDAS currently has vacancies across our adult, children and young people's and peer teams.

Working with CAVDAS will provide rewarding and challenging opportunities to work with individuals making changes. We are looking for people who share our values and are committed to supporting everyone in our communities. Please get in touch to find out more, attend one of our open days, or click on one of the jobs to apply.

Current vacancies:

- Substance Use Worker
- Substance Use Nurse (Rapid Access Prescribing Service)
- 50+ Worker
- Complex Needs Peer Navigator
- Children and Young People Admin
- Children and Young People Worker
- Data Manager
- Family and Concerned Other Worker
- Harm Reduction Lead
- Assertive Outreach / Homelessness Team Leader
- Lead Counsellor
- Multi-Disciplinary Team Counsellor
- Peer - Recovery and Aftercare Worker
- Single Point Of Contact Worker
- Voices Action Change Peer Mentor

Details for all available jobs can be found online at:

<https://kaleidoscope68.org/job-list/>

Closing Date for roles is 16th October 2022

[Job Flyer](#)

They are also holding an Open Day for all interested candidates. This is an opportunity to meet the teams and find out more about career opportunities. If you would like to attend, please contact: harriet.jacobs@kaleidoscope68.org

Date: Friday 7th October Time: Drop in anytime between 10am-2pm

Venue: 7 St Andrews Place, Cardiff, CF10 3BE



The Royal Air Force wish to recruit 20 individuals to train to become Medics. Responsibilities include providing aircraft crash and pre-hospital medical care, manage pharmaceuticals and maintain medical records.

Successful applicants will complete a Level 3 apprenticeship in Senior Health Care and gain the Immediate Emergency Care qualification.

Applications are invited from individuals aged between 17 and 47 (must attest before age 48) who are UK citizens or members of the Commonwealth. Individuals should be in good medical health.

GCSE at Grade C/4/5 or SCE Standard Grade at Grade 2/Scottish National 5 in English Language and Maths are required.

This is a national recruitment with customers from all Districts invited to apply. Because of the nature of armed forces life there are no specific locations where the individuals will be based. It could be anywhere in the UK or in locations across the world.

Customers who have questions about life in the RAF or about being a Fire Fighter can contact a member of the recruitment team digitally using the live chat facility available through this link: [RAF Recruitment | Life in the RAF | Royal Air Force \(mod.uk\)](#)

The RAF will offer a careers interview to all eligible JCP customers. This will be done face to face in the local Armed Forces Careers Office.

All individuals who join the RAF are offered an appropriate apprenticeship.

The RAF are particularly keen to attract more women and those from under-represented groups.

Need more information?

- If you would like to find out more about career opportunities in the RAF then visit their website: [RAF Recruitment | Career and Benefits | Royal Air Force \(mod.uk\)](#)
- Specific information about the Fire Fighting recruitment can be found here: [RAF Recruitment | RAF Medic | Royal Air Force \(mod.uk\)](#)

You can view their account summary here: [MOD Armed Forces | DWP Intranet](#)



The Royal Navy to recruit 30 men and women to train to become Marine Engineering Technicians responsible for the maintenance of propulsion and other systems.

Applications are invited from individuals aged between 16 and 39, who are UK citizens or members of the Commonwealth. Individuals should be in good medical health. No academic qualifications are required although individuals will be required to take an on-line Defence Aptitude Test.

This is a national recruitment with customers from all Districts invited to apply. Because of the nature of armed forces life there are no specific locations where the individuals will be based. It could be anywhere in the UK or in locations across the world.

Customers who have questions about life in the Royal Navy or about the Marine Engineering Technician job role can contact a member of the recruitment team by calling 0345 607 5555.

The Royal Navy will offer a careers interview to all eligible JCP customers. This can be done face to face in the local Armed Forces Careers Office or virtually by completing the Register Your Interest section on their digital platform [Register | Royal Navy \(mod.uk\)](#)

All individuals who join the Royal Navy are offered an apprenticeship.

The Royal Navy are particularly keen to attract more women and those from under-represented groups.

Need more information?

If you would like to find out more about career opportunities in the Royal Navy visit their website: [Royal Navy Jobs | Role Finder | Search Jobs in the Royal Navy \(mod.uk\)](#)

Specific information about the Writer Logistician recruitment can be found here: [Engineering Technician \(Marine Engineering\) | Royal Navy Jobs \(mod.uk\)](#)

You can view their account summary here: [MOD Armed Forces | DWP Intranet](#)



Staff room are currently recruiting for several positions in Cardiff Schools including Nursery, Primary and Secondary roles:

- Nursery Teaching Assistants
- Level 3 Teaching Assistants
- Primary Teaching Assistants
- 1-2-1 Teaching Assistants
- School Caretaker
- Teacher of Mathematics
- Cover Supervisor
- Secondary Teaching Assistant
- Kitchen Porter

If you are interested in applying for any of these vacancies, please contact us today on **02920 496646** or by email via info@staffroomeducation.co.uk or you can apply **directly on their website:** [Staffroom Education | Education Recruitment Agency South Wales](#)



Seren Healthcare Solutions – Experienced Domiciliary Healthcare Assistants – Newport or Bristol - Driving Licence Required.



Job
Description.docx



JOB DESCRIPTION
UPDATED.doc

To Apply please contact -
carecoordinator@serenhealthcaresolutions.co.uk

Driver & Vehicle Standards Agency (DVSA) are looking to fill **Driving Examiner** roles in **Bridgend and Llantrisant**.

Salary: £26,780

Grade: EO

Contract: Fixed Term - 24 months - with potential for permanency

Working Pattern: Flexible Working, Full-time, Part-time

Apply before 11:55pm on Monday 10th October 2022

Apply online: [Driving Examiner – Wales, North West, West Midlands - Civil Service Jobs - GOV.UK](#)

DVSA are looking for people who:

- have excellent customer service skills
- are over 23 years of age
- have held a full driving licence continuously for 3 years and have no more than 3 points on their licence

Your knowledge, driving skills and judgement will determine if they are ready and safe to take to the road alone.

You'll get to meet people from all backgrounds, while being an important part of a tight-knit, diverse team, all focussed on helping people start a lifetime of safe driving.

You'll get to use your people skills, and develop great customer service, as you meet and greet candidates and instructors and reassure nervous learners.

Whether you're looking for a new challenge, considering a career change or have a keen interest in road safety, we'll support you with the training you need to become a driving examiner and truly make a difference to road safety, and thousands of lives, in Great Britain. This is a fantastic opportunity to join our team and make a real difference to road safety.

Recruitment Process -DVSA use Success Profiles to identify suitable candidates. As part of the process, they will be looking for evidence against four of the behaviours:

1. Making Effective Decisions
2. Communicating and Influencing
3. Managing a Quality Service
4. Working Together

The application process is outlined in further detail in the Driving Examiner Candidate Pack (available on Civil Service Jobs, via the application link) and consists of:

- Application form
- Situational Judgment test
- Pre-recorded online interview
- Driving assessment

Apply online: [Driving Examiner – Wales, North West, West Midlands - Civil Service Jobs - GOV.UK](#)



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board



Cardiff and Vale University Health Board Vacancies

We are a teaching health board with close links to Cardiff University. The University boasts a high profile teaching, research and development role within the UK and abroad. Together we are training the next generation of medical professionals

We have vacancies in the following sectors

Nursing & Midwifery; Medical & Dental; Allied Health Professionals; Health Science Services; Support Services & Administrative Services



[Cardiff & Vale University Health Board Vacancies](#)



Google has partnered with DWP to offer free flexible online IT training for 9,000 jobseekers across the UK, developed by Google.

Through the National Employer and Partnership Team (NEPT), jobseekers will have access to Google IT Certificates which focuses on IT Support, Data Analyst, Project Manager and UX Designer ensuring that the labour market of tomorrow stands a better chance of getting that job.

These certificates are recognised by industry experts and employers. The need to digitally learn how to secure and succeed in a job has never been greater”

Please contact your DWP Workcoaches to register for the free courses

These courses will pave the way for Jobcentreplus customers of getting that job in digital and tech sector where there is currently a high demand, for someone to move into or progress in a career.

Google has agreed to extend the Google Career Certificate Programme until **December 2022**.



We are Pobl. We work together as a team. We have great ideas, masses of experience and a huge passion for delivering a difference in people's lives.

Vacancies



Vacancies available

Cardiff
Bridgend
Monmouthshire
Merthyr Tydfil
Newport
Blaenau Gwent
Rhondda Cynon Taff
Torfaen
Caerphilly



[POBL - job-mail-alert](mailto:POBL-job-mail-alert)



Teaching Assistants and Learning Support Assistants across Cardiff

Teaching Assistants - Cardiff

Teaching Assistant Vacancy – Mountain Ash

Teaching Assistant - Mountain Ash

Learning Support Assistants – Newport & Torfaen & Monmouthshire Areas

Learning Support Assistants – Newport - Learning Support Assistants – Torfaen

Newport, Torfaen & Monmouthshire Areas only - The role of the TA/LSA would be working (Mainstream schools - mainly primary) 1:1 or with small groups of children. Pay Rate- £61.25 a day/working hours 8:30 – 15:30. Applicants would need a minimum of 3 months working with children or a child base qualification. We would also accept candidates with transferrable skills such as Carers/Sports Coaches/Dance Teachers etc. I would be able to offer ad-hoc or long term roles, whichever suites best. Candidates can contact me direct: Garth.noot@new-directions.co.uk

What makes New Directions Education different? With two decades of experience, and registering over 250,000 jobs in schools, colleges and universities each year, we are committed to finding education staff the right job, the first time. The benefits of working with us include:



Guaranteed payment scheme



FREE continuous professional development for candidates



Competitive rates of pay



Industry events and conferences

See All Job Vacancies

Register online, add your CV, and start looking for tailored vacancies in your area

[Register online](#)

Voluntary Work Experience



75% of Cardiff Employers Look at Work Experience History first on young candidate's CV's

Work experience is about gaining skills and experience in the work place in general it's not about trying out different types of work to see what you like. Any experience you gain can be used to show an employer that you have learnt new skills and proved that you are reliable

Work Experience enables customers to secure a placement lasting between 2 - 8 weeks, You can work between 16-30 hours per week and continue to receive your benefit. We will cover any travel costs whilst you undertake any Voluntary Work Experience

What will you get out of it? You will gain real life Work Experience, Be able to add to your CV, Receive a work related reference, Build your confidence, Gain the skills and behaviours employers want from people. Very useful to attach with your CV

We have various Voluntary Work Experience opportunities available Or, you can self market with any potential employer if you are looking to get experience in a specific sector. We can also approach an employer on your behalf

There is no obligation for an employment offer at the end of the placement. It's all about helping you to prepare for work by providing an insight into a real working environment.

Work experience organised by Jobcentre Plus is open to:
• young people who are aged 18 to 24 years old
• people aged 25 and over who don't have recent work history

The expert in anything was once a beginner.

way to WORK

For more information, please contact your DWP Workcoach

Including:

- Customer Self Marketing Letter
- Voluntary Work Experience Placements Available
- VWE Top Tips

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