



Derbyshire Community Health Services NHS Foundation Trust
and Derbyshire Healthcare NHS Foundation Trust

Apprenticeship opportunities

There are few careers that are as rewarding as one in the NHS, or that will give you the opportunity to work with such a variety of people.

We have multiple opportunities to work across Derbyshire Community Health Services and Derbyshire Healthcare NHS Foundation Trusts in a broad range of services including HR, leadership and development and a variety of teams across both our Trusts.

Earn while you learn!



HR Support (Level 3, 18 months)

Working in either our Learning and Development or Recruitment Team, you will support a range of HR processes, from recruitment through to induction using HR systems to keep records; providing advice to managers on a wide range of HR issues. This apprenticeship will also lead to attainment of the Chartered Institute of Personnel (CIPD) Level 3 qualification. There may also be the opportunity to work across other HR teams.

Business Administration (Level 3, 18 months)

Working across our Trusts you will develop skills to coordinate meetings, undertake diary management, prepare high quality documents and work with a range of different software systems for efficient administration.

If you are interested in any of our healthcare apprenticeships or other areas not currently advertised, please let us know via the application form that can be found on the final page of this booklet.

Level 3 is equal to two A-levels



What's in it for you?

- ✎ **The opportunity to secure a permanent job with us at the end of your apprenticeship**
- ✎ Apprenticeship salary, rising to national minimum wage after 12 months, more information [here](#)
- ✎ Flexible working as standard, including the ability to work from home after initial training
- ✎ Choose to work from Walton Hospital, Chesterfield, or Kingsway Hospital, Derby (plus the ability to work from home)
- ✎ Dedicated mentor and development support throughout your apprenticeship
- ✎ Great job perks including a staff wellbeing team, peer support groups, staff forums, 27 days annual leave plus bank holidays, staff discounts and a cycle to work scheme
- ✎ Join an organisation which is passionate about making equality, diversity and inclusion part of our DNA and have the opportunity to join any of the following staff network groups who help to continually drive our approach to inclusion:
 - ✎ **LGBT+ staff network** - Lesbian, Gay, Bi, Trans plus
 - ✎ **BAME staff network** - Black, Asian and Minority Ethnic
 - ✎ **D<C staff network** - Disabilities and Long Term Conditions
 - ✎ **Armed Forces & Veterans staff network**



What we ask from you

- ✎ A can-do attitude and a desire to learn and develop your career within the NHS.
- ✎ You will have at least five grades GCSEs A* - C (9 - 4 on the new grading system), including English and Maths. If you are taking your GCSEs this year we will accept your application on a 'predicted' grades basis.
- ✎ Ability to work as part of a team
- ✎ IT skills in Microsoft Word and Excel.

What next?

Should you make it past our screening process you will be invited to a selection day online or at one of our sites in early September. We may call you to discuss your application in more detail.

To find out more, **scan the QR code** and start your journey with us.

Apply



The closing date for completed applications is **24 August**.

Are we accessible to you? This publication is available on request in other formats (for example, large print, easy read, Braille or audio version) and languages. For free translation and/or other formats. Call: **01246 515224** or Email: **dchst.communications@nhs.net**