



Modern Apprenticeship – Community Justice Scotland

Community Justice Scotland is a new organisation that is dedicated to preventing crime, reducing victims and making Scotland a safer country for everyone. We are based in Edinburgh but we work across Scotland and with a variety of other organisations including services, local authorities and 3rd sector.

Duration – 9 month probation period, as part of a two year apprenticeship programme, with potential for permanent employment.

Description

This is a work based training programme. No previous experience is needed. We will provide on the job training, guided learning in each area of work, and a formal qualification in your chosen area of interest via a training partner. This programme is designed to provide a supported yet challenging environment that will help you reach your potential and gain new skills. The job will include real work and you will be contributing to the success of the organisation from day one.

Structure

The programme structure is a guide only.

Duration in each post

12 – 20 weeks – Business Administration Team

Following spending some time as part of the central administration team there will be the opportunity to work specifically with one of the other teams, this is not time bound and will be determined by the individual and there will be a choice to work with:

- Communications Team
- Analysis and Improvement Team
- Learning, Development and Innovation Team
- Corporate/HR/Finance

At 6-8 months there will be an opportunity to choose a specialism from the above list which you can develop over 1-2 years and gain a work-based qualification (SVQ or equivalent).

Support

Line manager support – work related support

Mentor – work and personal support

Team – work and personal support

Learning support (provided by SVQ assessor or equivalent) – educational support

External organisations – work and personal support

Salary

Starting salary, £17,642 - £19,982 plus benefits

Requirements for the post

A desire to be working and share our values.

Community Justice Scotland Values

1. Integrity
2. Trust
3. Respect
4. Support
5. Compassion
6. Fairness

Interview process

- Stage 1 - Application – written or video
- Stage 2 - Informal interview – we will ask you to come in to our office and meet some of the team. This is about you seeing if you would like to work with us. You will have an opportunity to ask questions and find out more about what we do. We will speak to you about what you would like to do, what you feel are your strengths and explain more about the programme.

Preparation needed

Try to think about what strengths you have and what you would like to get better at doing. Your experience does not need to be from the work place, you can use your personal experiences as evidence of your strengths.

This role is about helping you learn - all you need is the commitment to do it!

If you feel that you would like to have support in either writing or recording your answers for your application we can do that. You can email Nina on nina.rogers@communityjustice.scot or call on 0131 2447 102 and we can chat about what would work best for you.

Application questions

We would like you to choose **TWO** questions from the ones below. Remember there are no right or wrong answers. We want to find out about you and why you want to work with us. Our tip is to be honest, really honest!

1. Why do you want to work with us?
2. What do you feel you can contribute to the work of CJS?
3. What do you most care about?
4. What does justice mean to you?
5. What are you interested in?
6. What would you like to do in the future?
7. What are you passionate about?
8. What or who inspires you?

You have the option to write your answers down and email or send them to us, or you can record yourself answering the questions and send us the video.

Best of luck from all of the CJS team.