

## **About us**

We are Salix. We enable, and inspire, organisations to achieve net zero and create better places to live and work.

As well as managing the funding schemes, we provide professional advice, guidance, expertise and support to grant recipients throughout all stages of their projects.

We were created in 2004 and have been growing ever since. We now employ circa 200 people and we continue to grow.

We are committed and passionate about supporting governments to reach their ambitious net zero targets. We are proud and excited to be on the journey with them.

We are wholly owned by the Department for Energy Security and Net Zero.

## **Why work for us?**

If you share our passion for addressing the urgent challenge of climate change and contributing to the UK's ambitious decarbonisation goals, we want to hear from you.

Embark on a fulfilling career with us where every day brings new challenges and rewards.

You'll have the chance to build a career and your skills all while making a meaningful difference across the UK.

Our apprenticeships are based in our Manchester site in Piccadilly within one to two minutes' walk from the station. Recognising that our employees are the heart of our success, we prioritise their wellbeing and professional development and we offer a range of benefits.

As proudly accredited Investors in people, we are committed to creating an environment where you can learn, thrive and grow.

We champion equal opportunities, actively working to diversify our workforce, building and growing a diverse culture.

Join us in shaping a sustainable future and being part of a team where your contributions can truly make a lasting impact. Together, we can create a greener tomorrow!

**Vacancy Details:**

<b>Title</b>	Fast Track Procurement Level 3 and 4 Apprenticeship
<b>Vacancy Address</b>	3 Piccadilly Place Piccadilly Manchester M1 3BL
<b>Contact Name</b>	Lewis Hughes Assistant Director HR, or in the alternative Marina Aldridge Learning and Development Business Partner
<b>Email Address</b>	<a href="mailto:apprentices@salixfinance.co.uk">apprentices@salixfinance.co.uk</a>
<b>Short Description</b>	<p>On this three year apprenticeship, you'll have a unique opportunity to learn, grow and develop in a fast-growing company whose mission is to provide better places to work and live by delivering on net zero.</p> <p>You'll be studying online via knowledge academy for their specialist fast track level 3 and 4 CIPS apprenticeship which is a CIPS accredited course. We'll fund your course, and 20% of your working time will be allocated for your academic studies.</p> <p>We recognise that you will need help, guidance and support to reach your maximum potential, so we are planning ahead and as well as helping you succeed, we will provide planned and understood internal learning outcomes and a trained, allocated mentor to guide you through this exciting step in your career.</p> <p>Our business is developing and growing so we will rotate you through a number of areas that will help you build relevant daily skills so that you can maximise your experience and learning.</p>

<p><b>Apprenticeship Description</b></p>	<p><b>What you'll be doing</b></p> <p>On our Procurement Apprenticeship, you'll gain experience across a broad range of activities that will develop your key employability and industry specific skills. You'll earn while you learn, on this structured yet flexible scheme that allows you to set the pace and drive your own development and gain broad experience within business, supply chain and procurement.</p> <p>As an apprentice you will be working closely alongside our housing function procurement team, as well as all of our functions, team to help support you on your journey as an apprentice. As well as the in-house support, you will also have access to your allocated mentor to provide you with industry expert knowledge throughout your journey, giving you all the tools to help you build a successful career in procurement, purchasing or supply chain.</p> <p>As one of our Apprentices, you'll gain vast and varied exposure. From implementing cutting-edge, innovative technologies and applications, to supporting the delivery of a significant business change initiative or working in our IT or Systems teams. You'll be able to learn what it means to be amongst many roles, a buyer, a supply chain specialist and a procurement officer as well as building your knowledge of the solutions available for organisations to deliver on net zero.</p>
<p><b>Working Hours</b></p>	<p>Mon-Thursday 9am-5.30 pm Friday 9am to 5pm, 1 hour for lunch, with some flexibility under our agile working policy. This will total around 37 hours per week.</p> <p>80% of time spent building your workplace skills and 20% on your academic training and development.</p>
<p><b>Salary and benefits</b></p>	<ul style="list-style-type: none"> <li>-£22,000 per annum in year one, growing as you grow in your apprenticeship.</li> <li>-28 days holiday plus bank holidays</li> <li>- 10% pension contribution</li> <li>- Cycle to work scheme</li> <li>- Railcard Scheme</li> <li>-CSCS Benefits platform and rewards</li> </ul>

<b>Future Prospects</b>	<p>While we are early on our journey to build our procurement function, which has only started this year, some examples of great career paths would be;</p> <ul style="list-style-type: none"> <li>- Procurement Coordinator, Junior Buyer, Buyer, Purchasing Officer, Supply Chain Officer, Supply Chain Manager,</li> </ul>
<b>Closing date for applications</b>	8 April 2024
<b>Possible Start date</b>	We are looking for candidates to start in September 2024

**Candidate Details:**

<b>Skills Required</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• GCSE in Maths, Science and English at least grade c or 5 and above for more recent students. GCSE in Business Studies or similar desirable but not essential</li> <li>• A Level – 3 A Levels Grade C or above/ BTEC/ T Level Pass or above</li> </ul> <p>Desirable: A passion for learning and development as well as a desire to contribute to the delivery of Net Zero is highly desirable. As a Company who is passionate about our people and their growth and development, we would love to hear about your hobbies and interests as well as any work experience which you feel makes you a suitable candidate for the course.</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>- <b>Curiosity</b>: Be curious about how things work and getting to know our business</li> <li>- <b>Adaptability</b>: Apprentices will sit with different areas of the business to help you build a broad knowledge, you need to be able to be adaptive to support your own learning, development and growth</li> <li>- <b>Communication</b>: Is vital to asking how does this work, can I get some support, would this be even better if ?</li> <li>- <b>Problem-Solving</b>: Be resourceful and proactive, can you help support your team, the business and</li> </ul>

	<p>yourself to solve some of the challenges we deal with on our journey to net zero</p> <ul style="list-style-type: none"> <li>- <b>Initiative</b>: As well as our training, guidance and support, a good apprentice actively seeks out opportunities to learn, develop and grow</li> <li>- <b>Resilience</b>: Even the best plans and ideas can go wrong, can you work with us to learn its ok if we don't always get it right, what's important is that we give our best?</li> <li>- <b>Time Management</b>: Managing time is crucial on your apprenticeship, both work an the University will require you to turn up on time and work to deadlines.</li> <li>- <b>Teamwork</b>: We are one team with a shared goal and vision, can you be a team player who knows it's important to win together?</li> </ul>
<b>Qualifications Required</b>	<p>You'll need to have achieved 5 GCSEs Grade 9-5 (including Mathematics and English) and either 3 A-Levels at Grades BCC (or 104 UCAS points equivalent) or BTEC or T Level equivalent qualifications at Merit or above.</p>
<b>Day to Day -</b>	<ul style="list-style-type: none"> <li>• As a business we are growing with the increasing demand for our support in delivering net zero, which means there is a fast pace of change. We work hybrid in our offices and at home, which means that you have to be self-motivated and someone who would enjoy an environment of employee empowerment.</li> <li>• We will provide mentoring and internal learning outcomes, but we also need you to tell us if something isn't working or you are having any challenges so that we can help and support you.</li> <li>• We are mostly desk based in what we do.</li> <li>• We can provide all reasonable adjustments and we are a disability aware employer who recognises the value of equality/diversity and inclusion.</li> </ul>

**Any other information?**

We are an investors in people accredited employer most recently being issued a gold award. Our dress code is smart casual, we offer the CSSC benefits platform ( big savings on cinema, gym memberships etc, a pension contribution of up to 10% and 28 days holiday plus bank holidays). We also offer a railcard purchase scheme and use steering committee and working groups to make sure we hear our employees voice so this is a great business to work in if you want to build a career and be a part of the delivery of net zero.

### **Appointment Process**

Salix is an equal opportunities employer and has a policy of equal pay. Salix operates a probationary period for all new staff. This ensures people joining Salix can find out that the job meets their expectations and that Salix can support each member of staff in their role. This period will usually last for 3 months.

The Person Specification for this position can be found above. All criteria outlined in the specification are considered essential and will be assessed through a combination of the application statement, CV and interview, including a presentation. If you aren't sure if you meet the specification please feel free to apply and we can let you know.

Candidates must demonstrate that they meet the qualifications, experience, skills and abilities for their application to be considered for the role.

In line with government standards, successful candidates are required to undergo and pass a DBS and BPSS security check to be employed by Salix. This will be carried out as part of the reference process, on receipt of the signed acceptance of a conditional offer.

### **How to apply**

1. If you wish to apply for this role, please submit all of the following to [apprentices@salixfinance.co.uk](mailto:apprentices@salixfinance.co.uk) - An up-to-date CV
2. A short statement telling us why you are interested in this apprenticeship and any relevant experience you might have ( no more than 500 words)

Please specify in the application email subject the job title you are applying or if you are interested in multiple apprenticeships, you need to name them all.