

BE A BUSINESS MANAGEMENT APPRENTICE

Bring fresh insight, make a difference, develop work based skills, build trust and confidence in yourself.

Release your potential



Learn and work in a Business Management Apprenticeship at Burnley Council, supported by University of Central Lancashire (UCLAN)

Interested?

For full details on how to apply visit www.burnley.gov.uk/jobs

Or email us on vacancies@burnley.gov.uk

Business management administration apprenticeship

Starting at minimum wage for age

These apprenticeships will enable you to develop a range of administrative skills, providing you with a valuable basis from which to pursue a future career in one of the many occupations within the public or private sectors. Being able to observe our professionals and supporting the work undertaken will provide you with an understanding of these work areas and help inform your future career choices.

Apprenticeship places may be available in:

Streetscene

Learning about the work the council does to keep Burnley's streets clean and safe.

To apply you must be able to use information technology effectively and as a minimum have 3 A levels grade C (or equivalent), plus GCSE grade C(5) and above in English and maths. In partnership with UCLan, we will support you through a comprehensive training programme. You will need to satisfy the university's course requirements.

For an informal discussion please contact Rebecca Lee
rlee@burnley.gov.uk

Closing Date:
Sunday 6th July 2025

Interviews:
w/c 14/07/25

"By completing a Business Management Apprentice Degree, it allowed me to gain valuable work experience and a useful qualification."

Alex Brown, Streetscene

About us

Thank you for showing an interest in working for Burnley Council. We are responsible for providing a wide range of services that affect the lives of the people who live and work in Burnley and have been steadily improving our performance over a number of years.

The council's main objectives are around the following four themes:

- **PEOPLE:** Creating flourishing, healthy and confident communities
- **PLACES:** Making the borough a place of choice to live
- **PROSPERITY:** Creating opportunities for a secure economic future
- **PERFORMANCE:** Continually improving our services

If you work for us, in whatever capacity, you will be contributing to these aims.

We expect all our employees to work to and demonstrate our core values. These were established by our employees and underpin how we deliver our services and direct how we will work with colleagues and partners for Burnley:

TEAM

- **Together** – actively promoting Burnley's interests and achievements; working with others to deliver excellence that supports the council's strategic objectives:
- **Enterprising** – creating sustainable success through innovation and continuous improvement
- **Ambitious** – making a positive difference; always ready to "go that extra mile" to ensure the best possible service is delivered
- **Meeting customer needs** – putting our citizens first to ensure they receive the highest quality services



"I not only get to work and gain loads of experience but I also got qualifications whilst doing so too"

Georgia Robinson, Legal and Democratic Services

Benefits and rewards

Why work for local government?

Local government employees contribute to the local community whilst working in a dynamic, fair and flexible environment. Whoever you are and whatever your background, working in local government gives you the opportunity not only to develop your career, but also to make a difference in

people's lives. Over the last few years we have demonstrated a commitment to sustaining and improving our performance to ensure we deliver quality services and enhance our reputation and image. We have rolled out a continuous performance improvement programme, invested in

manager development, and developed a competency framework for all employees. In recent times we have embarked on a culture change programme aimed at creating the capacity for delivering Burnley's Future as set out in our Community Strategy.

Working for the council offers:

Flexitime

In most cases, flexible working hours will make it possible to vary your start and finish times to balance work and home life. Standard working hours are 36.15 hours per week.

Local Government Pension Scheme

We offer a career average pension scheme to all employees.

Training and development opportunities

We positively encourage and support personal and professional development.

Health and Wellbeing

We actively promote employee wellbeing through a range of policies that support work life balance and have a health and wellbeing working group to promote various initiatives to encourage employees to stay well.

Annual Leave

All staff are entitled to 26 days annual leave pro rata per full year, rising to 30 days after five years continuous service.

Car mileage allowance

We will pay car mileage allowance if you use your car for business purposes at the request of the council.

Sick Pay

We currently pay sick pay in line with national conditions.

More information on working for local government can be found at www.local.gov.uk

Equality and diversity

The council is a good employer who takes equality and diversity very seriously. We value and are committed to celebrating the diversity of the local population and to providing employment opportunities, facilities and services that are appropriate, sensitive and accessible.

We have a number of corporate strategies relating to equality and diversity, organisational development, and employee health and wellbeing. In practice, examples of our commitment to equality and diversity in employment include:

Our recruitment processes which are:

- fair and transparent
- include reasonable adjustments where appropriate for disabled people
- include an interview guarantee scheme for disabled people
- regularly monitored

Our family friendly policies and procedures – including:

- flexible working hours
- buying additional leave
- dignity at work
- domestic abuse
- enhanced maternity leave
 - maternity support and paternity leave
- parental leave
- special leave
- voluntary reduced working time

In addition, we have a group of fully trained and experienced coaches and mentors to help with employee development needs.

Finally, we have a comprehensive employee assistance programme with workplace options. Support packages include; counselling, computerised CBT, financial and debt counselling support amongst others.

Learning and development

The council has an extensive portfolio of learning activity available to all employees.

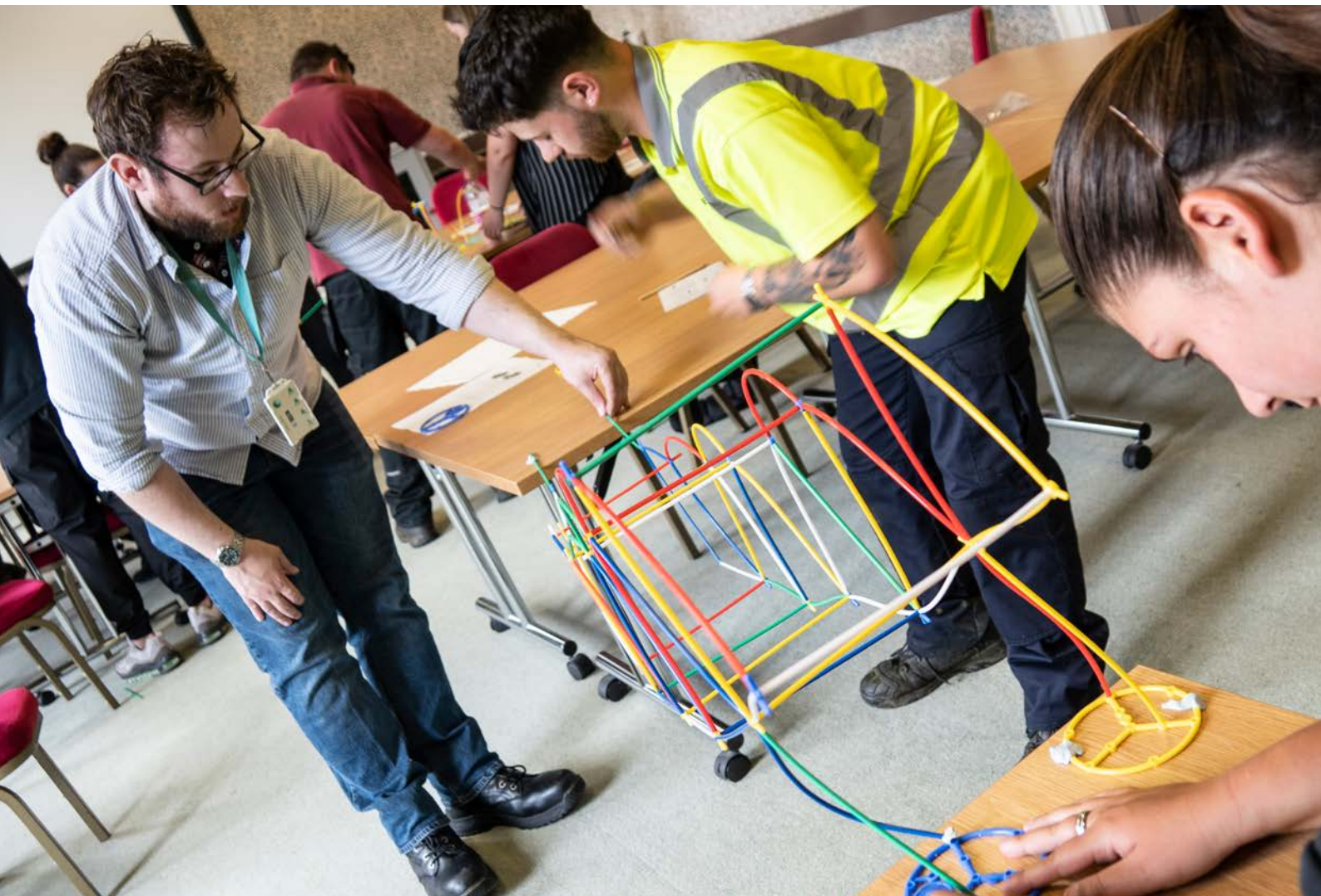
Every employee is entitled to an annual performance development review which highlights personal learning and development requirements for the next 12 months which are reviewed and evaluated regularly. An extensive array of quality training courses is available in our corporate calendar which is updated annually. All new starters receive a thorough service unit induction and a corporate induction as an important introduction to council life.

The council is proud to invest in its own grown talent and has various networks of internal trainers, corporate coaches, mentors, apprentices and work placements, e-learning authors, assessors, learning and development representatives and continuous process improvement practitioners.

The range of opportunity is always developing and varied as the council actively supports lifelong learning; apprenticeships; skills development and a coaching culture through a variety of methods from courses,

coaching activity, shadowing opportunities, secondment, action learning, management and leadership development and talent programmes. The Team Burnley Change Management Programme Board and the Organisational Development Strategy provide the framework for progression for such activity.

The council is also proud to support skills for life development alongside its generic workforce development.



An apprentice's view

The council celebrates the achievements of its employees through its Personal Development Review appraisal process and through the corporate employee awards. Have a look at how an apprenticeship has made a real difference for the lives of some of our learners:

Alex Brown

Streetscene Officer

"I chose to do an apprenticeship with Burnley Council as I was unsure of what career path I wanted to take after sixth form. By completing a Level 3 Business Administration NVQ, it allowed me to gain valuable work experience and a useful qualification. The Council also provided me with the opportunity to successfully complete a Business Management degree."

Georgia Robinson

Legal Officer

"I chose an apprenticeship as I didn't feel ready for University yet but realised that by taking this route instead, I not only get to work and gain loads of experience but I also get two NVQ qualifications whilst doing so too. By taking this route I could finish and do anything I want within business/other areas I have studied in and from the qualifications and experience I have got from it I could go for a higher paid job and even go to University after if I wanted to and get even more qualifications! Don't regret it one single bit"

Mollie Wiggin

Legal Officer

"I applied for a level 2 business administration apprenticeship in September 2011 and started at Burnley Council in October 2011. I was initially employed on a year's contract. I then progressed to level 3 and my contract was extended for a further 18 months. As I am employed in the legal unit, I then took the opportunity of being one of the first legal apprentices in the country through the chartered institutes of legal executives. I really enjoy working at Burnley Council. They have given me the opportunity to gain more qualifications whilst gaining on the job experience. I would highly recommend any young person to start their career here. I have now been successful in securing a job as a full time legal officer at Burnley Council."

Carly Glover

Playground & Events Officer

"I have worked for the council for many years. I began my life on the council as an apprentice gardener, and then interviewed for the assistant parks officer post, was successful and have since ended up managing my own team, as playground officer. I have undertaken a few course such as: IOSH Managing Safely, almost complete ILM Level 3 in Leadership and Management, RoSPA Playground Operational course, Level 2 in Horticulture, driving lessons and test, low level access training etc. I really enjoy assisting with events management and managing my playground team. Burnley Council is a great place to work as it offers a variety of opportunities to better your own personal development and also in furthering your career."

Working In Burnley – An Apprentice's View

by **Luke Pollard** – Digital Marketing Co-ordinator

"The main thing for me is all the great places to eat lunch in the town centre. My favourite places are Little Barista - which has the best coffee I've ever had, Continentals (near TK Maxx), and Jerky's Caribbean Kitchen which is in Burnley Market Hall – Market Kitchen (I go there at least twice a week). You can get some really generous portions all for under a fiver at these places so it really is great for apprentices on a budget. As for the Market Kitchen as a whole they've just opened up a sitting area in October and then doubled the size of it this February so you can bring food from all the different stalls and eat with your friends/ colleagues.

"Some more noteworthy things is the friendliness



of everyone in Burnley. I'm fortunate enough to go out and meet with lots of different Burnley businesses so I know just how easy it is to get along with people round here. Burnley got named Britain's "friendliest town" by the Times in 2016.

"Linked in with the friendliness is the sense of community. I come from just outside of Burnley but since working here I've become a real 'Burnley Lad'. I get my haircut, do my shopping, meet my friends etc all round this town and after a while it makes you feel like you're part of something.

"There are lots of things to do in Burnley; already mentioned the great places to eat but there's also the amazing nightlife and I think this town is fantastic for sports facilities as well."

Apprentice Perks

- Burnley Leisure offer a discounted annual and monthly membership for employees
- Employees are entitled to 20% off food and drink at any Burnley Leisure venue, this includes friends and family when the employee is present with them.

Working For Us

We are an organisation that takes the wellbeing of our staff seriously. We work hard to ensure our employees receive the learning and development they need to do their jobs effectively. We have a fair pay and grading system, offer working conditions that support a healthy, work-life balance and encourage positive mental and physical well being through various workplace initiatives.

Our organisation has a wide range of occupations and career opportunities. So if you want to make a real difference to people's lives and develop a worthwhile career in an environment where value and respect for diversity extends not just to our employees, but to those who use our services then check out the job roles that we have on offer.

We regularly ask our staff how they feel about working for our organisation and they tell us that they are satisfied with how they are managed, with their terms and conditions and with the development opportunities that working for Burnley Council offers them

How to apply for a job with us

Follow us on:

 /burnley.council

Check www.burnley.gov.uk/jobs

Check www.jobsgopublic.com

You can apply for a job vacancy by clicking on either:

For Burnley Council jobs

[www.jobsgopublic.com/employers/](http://www.jobsgopublic.com/employers/burnley-borough-council)

burnley-borough-council

Before making a job application please make sure you have read the guidance notes together with the relevant job description/person specification which you will find at the bottom of the job vacancy web page. If you cannot find it, please contact us for a copy.

In order to be invited for interview you must be able to show that you meet all of the essential criteria as listed on the person specification. Please use the 'Additional Information' page on your application form to give examples of how you meet each essential criteria.

You can use examples from school, college, work experience, part time work, voluntary work and hobbies or clubs.

We wish you good luck with your application,

The Vacancies Team at Burnley Council

Email: hadmin@burnley.gov.uk

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Find out more at www.burnley.gov.uk/jobs

