Recruitment Pack



EAST RENFREWSHIRE COUNCIL

MODERN APPRENTICE (HOUSING)

ERN06610

EXTERNAL

CONTENTS

Advertisement
Job Description
Person Specification

This Recruitment Pack should contain all the information you require to complete your application.

Our values: Ambition, Kindness, Trust

ADVERTISEMENT

DEPARTMENT:	Environment
JOB TITLE:	Modern Apprentice (Housing)
JOB STATUS:	Full Time
DURATION:	Fixed term for up to 18 months
NUMBER OF VACANCIES:	2
GRADE:	Real living wage
HOURLY RATE:	£13.45
ANNUAL SALARY:	£24,544
HOURS PER WEEK:	35
LOCATION:	Barrhead Council Office, 211 Main Street, Barrhead

East Renfrewshire Council's Housing Service is seeking applications from local young people for the position of Modern Apprentice (Housing).

The Role

Modern apprenticeships offer people aged over 16 the chance of paid employment from the outset, with the opportunity to also gain work experience and a qualification. You will learn on the job gaining crucial experience of the workplace, while working towards an industry recognised vocational qualification in Housing.

The role is based within our Housing Services Teams, supporting the delivery of our key business priorities as set out in the Local Housing Strategy and Customer Engagement Plan. You will support a range of projects across the service relating to day to day customer service, business improvement and housing management.

disability confident COMMITTED
CARER POSITIVE Employer in Scotland ESTABLISHED
Living Wage Scotland
The Pregnancy Loss Pledge
our values Ambition Kindness Trust

The successful candidate will undertake tasks which provide essential knowledge and skills in working in a social housing environment, including providing excellent customer care, working as part of a team to deliver a good quality service to our tenants and other customers, and using our service IT and administrative systems.

How to Apply

To apply and be considered for this Modern Apprenticeship you must be aged 16-24 years old. If you are care experienced or have a disability, you can apply up until the age of 29.

For details of our employment policies and terms and conditions, please visit our Council Careers page https://eastrenfrewshire.gov.uk/careers

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link https://eastrenfrewshire.gov.uk/placetogrow to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: https://www.gov.uk/prove-right-to-work

Please note – East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees.

References can also be accepted from:

- Leaders or coordinators of any community, club, or group activities you have been involved in
- Education-related referees, such as tutors, lecturers, or training providers (if applicable)

Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Employability Support – Work East Ren – For further support on completing job applications, East Renfrewshire residents can access free support from our employability team Work East Ren. They can also provide general support with other employability matters. Please contact Work East Ren on 0141 577 8438,

email worker@eastrenfrewshire.gov.uk or visit the website https://www.workeastren.co.uk/

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website Local Government Pension Scheme (LGPS) Guidance

Recruitment Dates

Closing date for applications: midnight on Sunday 18 October 2026

Shortleet date: 21 October 2026

Interview date: 30 October 2026

If you would like an informal discussion about the post, please contact Lisa Burrett, Housing Services Manager on 07867 352533.

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.

Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here
- https://www.eastrenfrewshire.gov.uk/careers

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:
https://www.eastrenfrewshire.gov.uk/hr-privacy-notice

PERSON SPECIFICATION

POST OF:	**Modern Apprentice – Housing Level 3**	**DEPARTMENT:**	**Environment**
GRADE:	**MA**	**SERVICE:**	**Housing Services (Strategy, Improvement and Support Team)**

ATTRIBUTES	ESSENTIAL	DESIRABLE
PROFESSIONAL / EDUCATIONAL QUALIFICATIONS OR EQUIVALENT WORK EXPERIENCE		Minimum of National 5 in English and a further 2 relevant subjects at National 4/5 at A or B (or equivalent) e.g. Administration, Computing, Business Management, Modern Studies, Accounting and Finance
RELEVANT WORK / OTHER EXPERIENCE / SKILLS	Relevant part time employment, or work within voluntary groups i.e. scouts/guides/church/youth groups/youth clubs/drama groups/school clubs etc Ability to follow written and verbal Instructions Good written and verbal communication Attention to detail	

PERSONAL QUALITIES / BEHAVIOURS	Reliable and dependable Ability to work as part of a team. Ability to communicate with the public, colleagues, etc. Willing to learn and work hard Genuine interest in Housing and working with customers, the public. Must be able to work flexibly within a 35 hour week to meet the service demands between 8am and 6pm.	