

OPPORTUNITIES AT EVI WORK EXPERIENCE

PLACEMENTS 2023/24



WHEN:

Sept. 2023 or Feb. 2024

FOR:

16 - 18 year olds in Blaenau Gwent

DURATION:

14 hours a week for 8 weeks



 www.evi.cymru

 01495 708022

 @EbbwValeEVI

 Ebbw Vale Institute, Church St. NP23 6BE



WORK EXPERIENCE

placement opportunities

We are offering 10 work experience placements for 16 - 18 year olds at our vibrant Ebbw Vale Institute Community and Cultural Centre. 5 placements for 2023 and 5 placements for 2024 are available thanks to recent funding*.

To apply, email CVs to sam@evi.cymru, making sure to state which role/s you are interested in. We would love to hear from you!

We will fully support successful applicants in skill development, providing opportunities to practically apply knowledge, experience the world of work, and attend accredited training and development sessions relevant to your role. These work experience placements seek to inspire career exploration, enhance your CV, and improve chances of employment.

Roles available include hospitality, retail, customer service, admin, social media, and facilities work experience. Inductions will be given to all placement holders. (Please note that the gardening and caretaker role can be physically demanding.) We will hold regular check ins and team meetings to provide an opportunity to feedback, contribute ideas, and get to know our friendly team.

Applicants will go through a friendly interview process and will need to apply with an up to date CV. These placements will be for 2 days a week for 8 weeks. Additionally, we are pleased to offer complimentary lunch and refreshments and contribute to travel expenses during your time at EVI.

Be part of a friendly and supportive team, work in an inspiring heritage building, and help make a difference in your community!



*Funded by UK Gov through the UK Shared Prosperity Fund.

ProMo Cymru operate and are the custodians of EVI.

CAFÉ ASSISTANT

1 placement available



Duties:

- Make and serve barista drinks
- Preparing food (day menu and buffets)
- Serving food and drinks to customers
- Learning recipes
- Taking payments using the till and card machine
- Clearing down kitchen, tables, and counters

Requirements:

- Minimum of Food Safety Level 2 (provided by EVI)
- Participation in EVI Hospitality Training (or equivalent)
- Be polite, friendly and positive

Start Date:

- EVI Hospitality Training start date: September 19th
- Placement start date: 23rd October



ADMIN & FINANCE

1 placement available

Duties:

- Data entry
- Café and Pantry finances
- Collate and update volunteer hours
- Shredding, photocopying, filing



Requirements:

- Working towards NVQ in Business Administration (not essential)
- Basic maths ability

Start Date:

- W/c 18th September

GARDENING & CARETAKING

1 placement available

Duties:

- Help with maintenance, development and protection of our community garden
- Dead-heading / weeding / tidying up / pruning plants
- Litter picking & jet washing
- Painting & decorating
- Setting up and clearing away furniture etc. for community events

Requirements:

- Safe Moving and Handling Level 1 (provided by EVI)

Start Date:

- W/c 18th September



SOCIAL MEDIA & COMMS

1 placement available

Duties:

- Practise social media management
- Planning, writing, and creating content
- Website updating
- Photography & video
- Graphic design (Canva)

Requirements:

- Working towards qualification in Media Studies or similar (not essential)

Start Date:

- W/c 18th September



RECEPTION & CUSTOMER SERVICE

1 placement available



Duties:

- EVI reception and greeting visitors
- EVI Pantry reception duties and check in
- Serve Pantry customers
- Repair Café host (once a month)
- Chatting to the community and sharing information about our community projects

Requirements:

- Optional opportunity to receive Customer Services qualification (provided by EVI)
- Be polite, friendly and positive
- Interest in customer service and talking to the community

Start Date:

- W/c 18th September



APPLY TODAY!



SCAN ME TO FIND OUT MORE ABOUT EVI

To apply, email your CV's to **sam@evi.cymru**. Make sure to state which role/s you are applying for.



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