

Work experience that works for you

Operational Support volunteer

Our work experience placements have been developed to support residents from a range of backgrounds and with different levels of ability.

Your role

Operational Support volunteer (Environment Services)

What you'll be doing

You'll be offering operational support for the whole Environment Services department, including area care, highways, waste services, enforcement, and fleet services, helping to maintaining a high standard.

Your duties will include:

- making, receiving, and directing telephone calls
- photocopying
- scanning documents
- stationery stock control
- typing and creating documents using a range of IT systems
- maintaining accurate information systems

Experience and skills you'll get

By the end of your placement you'll have skills in:

- communication
- team working
- problem solving
- personal development
- understanding of office systems and processes
- effective record keeping and information management
- developing good working relationships with internal and external customers

What are the working days?

Monday to Friday, 37 hours a week

How long will the placement last?

To be confirmed

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Is a DBS check needed?

No

Other responsibilities

Everyone who does a work placement with us will need to:

- embrace the values of Middlesbrough Council
- demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to their role and adhere to the council's work experience policy in carrying out their placement
- respect all confidentiality and principles and practice of the Data Protection Act
- comply with Health and Safety policies and legislation

How to apply

You can apply online by completing the [online application form](#).

If you're having trouble with the online application form, you can email us at 50futures@maes.ac.uk or call us on 01642 811400.

If you have a disability, we'll make every reasonable effort to supply you with the necessary aids, equipment, or adaptations to help them you carry out the role.