



Department  
for International  
Development

## Apprenticeships at the Department for International Development Closing date 6<sup>th</sup> September 2019

### Who are We?

At the Department for International Development we lead the UK's work to end extreme poverty. We are tackling the global challenges of our time including poverty and disease, mass migration, insecurity and conflict. What is UK Aid? see attached video

<https://www.youtube.com/watch?v=zG7JL7dbLkw>

Our goal is to promote sustainable development and eliminate world poverty via the Global Goals.



### Invest in your future, while investing in theirs

Are you looking for job satisfaction, the feeling that what you do is worthwhile and makes a difference to people's lives?

The work we all do is helping to build a safer, healthier, more prosperous world for people in developing countries and in the UK too. What could be more worthwhile than that?

See video **Connecting Classrooms: Ending Poverty By Educating Children Throughout the World** on [www.youtube.com](http://www.youtube.com) at

<https://www.youtube.com/watch?v=BJciqbp9KgU>

We welcome people from all parts of the community regardless of gender, ethnicity, disability and long term health conditions, sexual orientation or background. Our people are proud of the work they do. The integrity, commitment and teamwork our colleagues display everyday make the Department for International Development a special place to work where everyone is encouraged to reach their potential. Our values are



- **Confidence** in our professionalism, creativity and credibility
- **Courage** to do the right thing with heart and respect
- **Collaboration** by working inclusively within DFID, across Government and with our partners.

### What will I do?

You will be working in our Operations Department which is exciting, diverse, friendly and supportive and prides itself on being the best it can be, where you are encouraged and supported to reach your full potential. The Department consists of six teams: Business Management, Estates, HR Operations, Finance Operations, Departmental Security and Information Rights. The work is varied and you will get opportunities to learn new skills and work in other teams as your development needs change.

You will pursue a level 4 apprenticeship in Business Administration. The salary for this apprenticeship opportunity is £20,693 per annum based in our headquarters in East Kilbride.

It's an environment that nurtures and encourages you to take every new opportunity open to you, this year two of our apprentices have been placed on the leaders of the future initiative that identifies talent and invests heavily in their future development.

### Benefits

Join our great team and you won't just be helping make a world of difference, you'll be creating a brighter future for yourself too. The benefits and reward of a career within DFID include but are not limited to:

- **Flexible Working** – These include reduced hours, compressed hours and remote working. Offering flexibility is one of the main ways we can identify and remove barriers that would prevent talented people from joining and enjoying a successful career with us.
- **Flexi-Time** – Our office operates a flexitime system – as long as you work hours to meet the needs of our business you may be able to take an additional two days off a month.
- **Civil Service pension scheme** – Your pay and rewards package include membership to the Civil Service Pension Scheme which are recognised as some of the best in the pension world.
- **Holidays** - 25 days annual leave on starting in addition to 10 days public holidays for East Kilbride.
- **Opportunities to work overseas** – We offer a range of benefits and support for staff going to work for 4 months or more.
- **Learning and development** – We will encourage and support you in learning that is tailored to the requirements of your role, your career aspirations and the priorities of your team. We promote continual learning through a blended approach.
- **Salary sacrifice schemes** – such as a Childcare voucher scheme and Cycle to Work scheme.

To find out more about DFID look at [DFID.gov.uk](http://DFID.gov.uk)



If interested in applying please complete the attached application and the diversity and inclusion form and return to [DFIDApprenticeships@dfid.gov.uk](mailto:DFIDApprenticeships@dfid.gov.uk) by 6<sup>th</sup> September 2019.



