

APPRENTICE GUIDE FOR CANDIDATES

**TWO COUNCILS
ONE TEAM**



**BRENTWOOD
BOROUGH COUNCIL**

 **Rochford**
District Council

WELCOME FROM THE CHIEF EXECUTIVE

JONATHAN STEPHENSON

At **Brentwood Borough Council and Rochford District Council**, we are committed to investing in people and helping them achieve their full potential.

Apprenticeships provide an excellent opportunity to gain valuable skills, practical experience and recognised qualifications whilst making a meaningful contribution to our communities.

As someone who has personally benefited from undertaking an apprenticeship, I understand first-hand the impact these opportunities can have on building confidence, developing careers and opening new possibilities.

Whether you are starting your career, looking to develop new skills or considering a change in direction, our apprenticeship programmes offer a supportive environment in which to learn, grow and succeed.

I encourage you to explore the opportunities available and consider joining us as part of our OneTeam partnership, where learning, development and continuous improvement are at the heart of everything we do.



Jonathan Stephenson

A handwritten signature in black ink, appearing to read 'Jonathan Stephenson', with a horizontal line extending to the right.

Chief Executive Officer
Brentwood Borough Council & Rochford District Council



VISION & CORPORATE PLAN

Brentwood & Rochford successfully formed a partnership in January 2022 to establish shared services across the organisation.

By working in partnership, both Councils believe that they can achieve more together than would have been possible by acting alone.

Both Council's have a shared vision, to serve their communities with integrity, transparency, and dedication, delivering high-quality, accessible services that improve lives and promote fairness for all.

We strive to work collaboratively, listen to our residents, and make decisions that reflect their needs and aspirations. Our mission is to create a safe, inclusive, and sustainable environment where people can thrive, and to ensure that every action we take upholds public trust and the values of good governance.

Our future actions are determined by our Corporate plans. Find out more by clicking the below links.

[BRENTWOOD
CORPORATE PLAN](#)

[ROCHFORD CORPORATE PLAN](#)

CORPORATE VALUES

Our corporate values are at the centre of everything we do in local government. They guide how we serve our communities, make decisions, and work together as **One Team**.

These principles “**Nurture, Belong, Innovate & Trust**” ensure that every action reflects our commitment to public trust and the wellbeing of our residents. By living these values, we create a culture of transparency and collaboration, where people feel heard and supported.

They are the compass that keeps us focused on delivering high-quality services for everyone in our community.



NURTURE

We maximise our potential by empowering each other and by courageously building relationships that'll help us to increase organisational performance.



BELONG

We adapt and develop our partnerships to enable us to support the needs of each other and our stakeholders.



INNOVATE

We encourage each other to be proactive, finding innovative solutions and/or opportunities and embracing change positively



TRUST

We understand how important trust is and the importance of demonstrating mutual respect. We are open and honest with each other, and we respond to challenges positively.

REWARD AND RECOGNITION

We believe reward & recognition plays a vital role in fostering a positive and motivated workforce. It acknowledges the hard work, dedication, and achievements of employees, reinforcing our corporate values that contribute to organisational success.

We want to celebrate individuals and teams who go above and beyond to deliver exceptional service to our communities. Recognition can take many forms, from formal awards and performance-based incentives to informal thankyou's. By valuing and appreciating contributions, we create a culture of respect, engagement, and pride.



WHY WORK IN LOCAL GOVERNMENT?

A career in local government offers more than just a job. It provides the opportunity to make a meaningful difference in your community while developing valuable skills and building a rewarding long-term career.

Make a Difference

- Play a direct role in improving the lives of local residents.
- Support services that people rely on every day.
- Contribute to creating thriving, sustainable and inclusive communities.

Excellent Learning and Development Opportunities

- Access structured training and continuous professional development.
- Build transferable skills that are valued across multiple sectors.
- Benefit from coaching, mentoring and networking opportunities.

Inclusive and Supportive Working Environment

- Work within diverse teams that value collaboration and innovation.
- Join an organisation committed to equality, diversity and inclusion.

Career Paths in Local Government

There are multiple career paths available in local government including IT & Digital, Environmental Health, Planning, Communications, People & Culture, Community Safety, Revenues & Benefits, Housing and many more.

Numerous members of our Corporate Leadership Team also started their local government careers as apprentices, including Strategic Director, Greg Campbell



"As someone who began their career as an apprentice, I understand the impact these opportunities can have. The skills, confidence and experience I gained helped shape my career. We look forward to meeting the next generation of talent and hearing your story."

Greg Campbell, Strategic Director

WHY CHOOSE AN APPRENTICESHIP?

An apprenticeship offers a unique opportunity to 'earn while you learn', combining valuable workplace experience with nationally recognised qualifications.

As an apprentice, you'll develop practical skills, gain local government knowledge, and build confidence in a real working environment while receiving support from experienced colleagues and training providers.

Apprenticeships can open the door to career opportunities, helping you progress into skilled roles, achieve professional qualifications, and develop a successful career without the debt often associated with full-time study.

Whether you're starting your career or looking to develop new skills, an apprenticeship provides a strong foundation for future success.

TESTIMONIALS

"I have had many positive experiences during my time as an apprentice. The apprenticeship has helped me build confidence, improve my communication skills, and gain a clear understanding of the responsibilities of a council. It has provided me with practical, hands-on experience in supporting residents with health initiatives, planning and delivering community events, and engaging with a wide range of people across the community."

I have developed valuable skills in working with different services and partners to help improve health outcomes. Throughout my apprenticeship, I have been supported by my team and other colleagues who have encouraged me to take on new opportunities and ensured I gained different experiences"

Abi

Previous Public Health
Apprentice

Madi

Current Apprentice
in Housing Team

"Traditional education wasn't the environment where I learned best, so choosing an apprenticeship felt like the right path for me, and it has already proven to be one of the best decisions I've made."

Although I've only been in the role for a short time, I've had the chance to experience a wide range of learning opportunities and unique experiences. Being part of a real working environment has helped me build confidence in areas that were new to me, develop practical skills, and gain a strong understanding of how the service operates day to day."

The team has been incredibly welcoming and supportive, which has made a huge difference in helping me settle in and feel confident asking questions to further develop my understanding. I'm really looking forward to continuing my development and taking on new challenges."

SUPPORT & BENEFITS

Brentwood & Rochford employees have a wide variety of support and benefits available for staff to utilise. These include:

- Investment in Learning & Development
- Local Government Pension Scheme (LGPS)
- Generous annual leave entitlement
- Positive work/life balance
- Hybrid working (if applicable to role)
- Away days and wellbeing events

LIFESTYLE SAVINGS

- Supermarket Savings
- Shopping Savings
- Home & Garden Savings
- Discounted Cinema Tickets
- Discounted Gym Memberships

Many of our support and savings benefits can be accessed via our benefits platform

VIVUP.



EMPLOYEE ASSISTANCE PROGRAMME YOUR CARE CONFIDENTIAL



Our EAP service offers a wide range of support to all employees. including:

- 24/7 Telephone Support
- Face to face and virtual counselling
- Online resources including, CBT workshops and podcasts
- Debt Advice
- Domestic Abuse Support

LOCATIONS



**Brentwood Borough Council
HQ Town Hall**



**Rochford District Council
HQ Launchpad**

Brentwood Borough Council
Warley Depot

Rochford District Council
Hockley Woods



**Rochford District Council
Civic Suite**



**Rochford District Council
The Mills Arts & Events Centre**

APPLYING FOR AN APPRENTICESHIP

To apply for one of our apprenticeship opportunities, you must complete the online application form.

Please do not send a CV, as CVs will not be used as part of the shortlisting process. The application form is designed to help us assess your skills, experience, knowledge and potential against the requirements of the role.

A key part of your application is the Supporting Statement. This is your opportunity to demonstrate how you meet the essential criteria listed in the Person Specification (page 2 & 3)

Focus particularly on any criteria where the Method of Assessment is shown as AF (Application Form), as these will be assessed during shortlisting.

When writing your supporting statement, provide specific examples that show what you have done, how you have done it, and the outcome achieved.

For example, rather than simply writing:

"I can use a computer."

A stronger response would be:

"I am confident using a range of Microsoft Office applications. In college, I used Microsoft Word to prepare coursework and reports, Excel to create spreadsheets and track project data, and PowerPoint to deliver presentations to my classmates. I also use Outlook to manage emails and calendars and Microsoft Teams to collaborate on group projects."

Using detailed examples helps the recruitment panel understand your skills and experience and gives you the best chance of demonstrating how you meet the requirements of the role. Where possible, include examples from education, work experience, volunteering, hobbies, clubs or other activities, particularly if this is your first role.

WHAT HAPPENS NEXT?

Once the closing date has passed, all applications will be reviewed and shortlisted against the essential criteria set out in the Person Specification. Candidates who can demonstrate that they meet the essential requirements of the role will be invited to the next stage of the recruitment process.

The selection process is designed to assess your skills, potential and suitability for the apprenticeship and may consist of a number of different activities. These could include an interview, a written exercise, a presentation, group activities, practical tasks, or other assessments relevant to the role. Full details of the selection process will be provided in advance so that you know what to expect and have time to prepare.

Remember, the information you provide in your application form and supporting statement plays a crucial role in determining whether you progress to the next stage. Taking the time to clearly demonstrate how you meet the essential criteria will give you the best opportunity to be shortlisted.



FAQ'S ?

WHAT SHOULD I WEAR?

We recommend smart business dress for an interview.

WHO WILL BE INTERVIEWING ME?

As there are multiple different elements to the interviews, a number of staff members from various backgrounds of the Council will be interviewing you.

WHAT DO I DO IF I'M LATE OR UNWELL?

Contact a member of the People Team as soon as possible on HR@oneteam.info.

WHAT IF I DON'T HAVE MUCH EXPERIENCE?

That's completely normal . Interviewers will also look for potential, enthusiasm, willingness to learn and transferable skills rather than extensive experience.

IS IT NORMAL TO FEEL NERVOUS?

Absolutely! It's completely normal to feel this way. We will try our best to settle your nerves and make you as comfortable as possible.

WHAT HAPPENS IF I DON'T UNDERSTAND A QUESTION?

It is absolutely fine to ask the interviewer to repeat a question if you don't understand.

TAKE THE FIRST STEP, INVEST IN YOURSELF, AND DISCOVER WHERE AN APPRENTICESHIP COULD TAKE YOU. GOOD LUCK, AND WE HOPE TO RECEIVE YOUR APPLICATION

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