



Are you a 2021/2022 university graduate that lives in Bradford, Calderdale, Kirklees, Stockport or Tameside?

Locala Health and Wellbeing is proud to be an employee owned provider of NHS community healthcare services to people in Bradford, Calderdale, Kirklees, Stockport and Tameside. We help people have better lives and you can too.

As a social enterprise we are offering local graduates the opportunity to take the first steps on their employment journey, develop their skills and talents, and gain real-life work experience.

We are looking for **FIVE** highly motivated, enthusiastic and hard-working graduates who are interested in gaining experience with one of the following teams for six months:

1. Business Support

Support our Living Well Management Team with the delivery of operational service development projects. The role broadly covers the following areas: project and business support, stakeholder management and operational support, and data analysis.

2. Corporate Administrator

Assist our Corporate Hub and Personal Assistants with a variety of projects and administrative activities including meeting preparation, minute taking and resolving actions. The role also involves supporting corporate teams based at Locala's Head Office and providing First Aid and Fire Marshal support to colleagues as per training.

3. Digital

Support our Integrated Sexual Health teams with the delivery and development of communication and digital projects, to facilitate access to the service, clinics and resources. The role involves conducting research to identify new software that will support service delivery and creating engaging promotional materials, website and social media content. - High level of IT proficiency required.

4. Information Governance and Data Security

Assist our Resolution and Information Governance Team with the management of information and records to ensure compliance with data protection legislation, standards and best practice. The role involves supporting the team with the submission of the Data Security and Protection Toolkit, awareness raising, and assisting with the management of claims and coronial inquests. - High level of IT proficiency required.

5. Project Support

Support our Executive Management Team, in particular the Chief Executive, with a variety of projects designed to support the delivery of Locala's Strategy and Strategic Priorities. The role broadly covers the following areas: project and business support, stakeholder management and partnership working, and data analysis.

Why Should You Apply for a Graduate Internship?

A Locala Graduate Internship:

- Offers valuable work experience at a graduate level, which means that you will have the opportunity to apply your skills and knowledge.
- Enhances your employability and career prospects, by providing you with routes into training and future employment.
- Enables you to develop your skills and talents in a professional and challenging, yet supportive environment.
- Inspires you to achieve your personal and professional goals with the support and guidance of our internship colleagues.
- Provides you with the opportunity to support other graduates and share experiences through our Graduate Network.

Visit: www.locala.org.uk/about-us/working-with-locala to submit an online application.

Contact our Employability Manager on: 030 3330 9967 or email: internships@locala.org.uk.