



## **Apprentice Receptionist**

**Part time: 24 hours per week**  
**Salary: £6002.88 (actual) per annum**

**Monday – Friday 1pm-5pm (with an additional 4 hours of study time per week)**

**Closing date for completed applications: 12pm Monday 27<sup>th</sup> June 2022**

**Provisional Interview: week commencing Thursday 30<sup>th</sup> June 2022**

This is an opportunity to develop your career in customer service, gaining valuable experience whilst working towards your **Level 2 Qualification as a Customer Service Practitioner**. You join a multi-disciplinary team, passionate about supporting young people and enabling them to reach their potential.

You will be based at NGYmyplace, 29 – 31 Castle Gate, Nottingham, NG1 7AR.

NGYmyplace is a centre for young people in Nottingham which is managed by Base 51 providing a range of activities, services and facilities from a fitness suite, recording studio, to counselling and health services. Partners in NGY include YMCA, Nottingham Youth Justice Service, NHS and Nottingham City Council.

For more information or an informal discussion please call Rhiannon Franks (Administration Manager) on **0115 952 50 40**.

**For an application pack:**

Download from [www.base51.org/careers](http://www.base51.org/careers)

Email [info@base51.org.uk](mailto:info@base51.org.uk)

Call 0115 952 50 40

**Base 51 works with children and young people and applies safe working practice to all posts.**

**CV's are not accepted, all applicants must provide a completed application form.**