

Apprentice Brokerage Support Officer

Location: **Halifax**

Posted: **7th October 2026**

Employer: **Calderdale Council**

Role type: **Apprenticeship**

Entry Requirements:



The Brokerage Team at Calderdale Council supports Adult and Children's Social Care directorates by arranging and purchasing care and support services for individuals with assessed care needs. The team works closely with social care practitioners, health colleagues, providers, and commissioning teams to help individuals access the right support at the right time.

Business

Local authority

Training provided

Level 3 Business Administration

Pay details

National Minimum Wage

Hours

37 hours per week, 21-month contract

Requirements

- GCSE maths and English at grades 9-4
- Strong communication skills
- Able to organise own workload
- Attention to detail
- Calm and effective under pressure
- Able to use IT packages including standard Microsoft Office software

This post is subject to a Standard DBS Check.

Minimum age

16

Description

Day-to-day tasks include:

- Managing inboxes and phone lines, resolving routine queries and ensuring emails are responded to quickly
- Inputting data and maintaining records
- Processing all purchasing for all adult services
- Reviewing referrals for completeness and accuracy
- Producing and interpreting reports from Brokerage systems

- Planning and co-ordinating of meetings and events

How to apply

Please apply on the [council website](#).

To enquire about this role:

