



MODERN APPRENTICE BIG NOISE RAPLOCH & FALLIN

BASED: Raploch & Fallin, Stirling

APPLY BY: Monday 26th October 2026 at 10.00 am

BIG NOISE INFORMATION

Big Noise delivers its work through the delivery of Big Noise programmes across six communities in Scotland. These communities are Raploch & Fallin in Stirling, Govanhill in Glasgow, Torry in Aberdeen, Douglas in Dundee and Wester Hailes in Edinburgh.

Our current strategy:

Over the coming year, our focus is on positioning the organisation for its next phase of sustainable growth, building on the strong foundations and significant growth over the last five years. We will prioritise deepening our impact while extending our reach to more children and young people through Big Noise. Central to this approach is a clear commitment to listening to the voices of children, young people and communities, and ensuring these insights inform strategic decision-making and shape our future direction.

Our values underpin how we work – with children and young people and their families, and with each other. Our values are:

- **Compassionate:** we work with kindness to build supportive environments where everyone feels valued
- **Committed:** we work with children and young people over the long-term and in a flexible way
- **Creative:** we bring innovation and possibility to everything we do
- **Ambitious:** we build on our strengths and aim high

What we do:

Our Big Noise programmes use music and nurturing relationships to support children and young people to realise their potential as well as improving lives and strengthening the communities we work alongside. Our programme is focused on early intervention and stimulating generational social change, increasing confidence, aspiration, community cohesion, pride and developing high level skills in the young people involved.

Who we work with:

We work with children and young people from babies to school-leavers, their families and the wider community.

How we do this:

Our Big Noise programmes include instrumental lessons, general musicianship sessions, and group teaching in our afterschool & holiday clubs, as well as home visits and community choirs/ensembles/performances.

For more information, please see our website:

<http://www.makeabignoise.org.uk/work-with-us>



THE TEAM

We currently employ approximately 195 staff across our six centres and Big Noise's central team. Each Big Noise Centre team consists of the following posts: Head of Centre, Operations Manager, Administrator(s), a team of Senior Musicians, Musicians and Support Workers, and a team of volunteers and cover musicians (freelance).

The Chief Executive Officer reports to a voluntary Board of Directors.



JOB INFORMATION

POST:	Modern Apprentice (Business Administration & Human Resources) Big Noise
REPORTS TO:	HR & OD Manager – Big Noise
BASED:	Raploch, Stirling (although occasional travel to all our programmes may be required and home working options available - to be agreed).
SALARY:	£24,479 per annum (Scottish Living Wage: £13.45 per hour)
DAYS OF WORK:	5 days per week – regular hours of work will be between Monday & Friday 9am to 5pm (or 9.30am to 5.30pm if supporting with after-school) - (with one-hour unpaid lunch break)
TENURE:	This is a fixed term position for a period of 18 months.
TRAINING:	This is a developmental post, which will provide you with the opportunity to work towards an SVQ 2 (SCQF Level 5) in Business Administration, while gaining paid, on the job work experience within an office environment. You will receive regular support from a Forth Valley College SVQ Assessor, as well as day to day support from your line manager and other relevant staff within Big Noise's Central Team. In addition to the above, you will be supported by your line manager to identify any other training opportunities that are relevant to your development.
SUPPORT & SUPERVISION:	Big Noise believes that all staff should have regular protected time with their line manager (Support and Supervision) as well as the opportunity for an annual review to discuss performance, development and to set out annual goals (Performance and Development Review). These structures are in place to ensure that staff feel supported, equipped and confident in their roles. Staff will have Support and Supervision sessions every 3 to 4 weeks during their 3 month probationary period and every 8 weeks at all other times. The only exception to this is very part time staff (e.g. Support Workers and staff who only work 1 or 2 days a week), who will have Support and Supervision sessions once a term.
LEAVE:	We offer the equivalent of 8 weeks paid holiday per year (pro rata for part time staff); 4 of these weeks are set when we operate shut down periods over Christmas and New Year, and the first 2 weeks of August. The other 4 weeks of the year staff can take in agreement with their line manager.



We also offer the equivalent of up to 2 weeks unpaid leave per year to allow staff to benefit from other work and commitments throughout the year should they choose to do so.

PENSION:

After you have completed 3 months service with Big Noise, staff are auto enrolled into a contributory pension scheme where Big Noise match employee's contributions at 5%. Staff can choose to opt out of the scheme.

RIGHT TO WORK:

We welcome applications from all nationalities; however, we are unable to offer visa sponsorship for this role, so before you apply for this post please ensure that you have the right to work in the UK. For more details on eligibility to work in the UK, please visit <https://www.gov.uk/check-uk-visa>. We will ask you to bring proof of your eligibility to work in the UK with you to interview.

HOW TO APPLY:

This is a great development opportunity and we welcome applications from candidates who are committed to working towards an SVQ Level 2 qualification.

Please send your Curriculum Vitae (if you have one) and a letter confirming your note of interest to recruitment@sistemascotland.org.uk (or hand in to our offices in Raploch) explaining why you think you would be suitable for this opportunity. Your note of interest should also include the following information:

- Full name and address
- Contact Telephone Number(s)
- Email address
- The names of two people that can provide you with a reference

If you are interested in this vacancy, but would like some assistance with your application, please email recruitment@sistemascotland.org.uk

The closing date for your note of interest is:

Monday 26th October 2026 at 10.00 am.

Interviews will be held in Raploch, Stirling (date to be confirmed).

The successful applicant will be subject to PVG check although having a criminal record will not necessarily be a bar to working with Big Noise.



1. PRINCIPAL AIM

- 1.1 To work towards a Modern Apprenticeship/SVQ 2 Business and Administration by providing administrative and practical support to:
- the Human Resources team (approx 3 days per week)
 - the Big Noise Raploch and Fallin team (approx 2 days per week)

2. PRINCIPAL DUTIES

The following gives an indication of the duties and responsibilities that the post may involve. The exact nature of these duties and responsibilities will change over time and the post holder will be expected to work flexibly and carry out any work that is reasonably required and is appropriate to the role.

Overall

- 2.1 To develop knowledge and skills by working towards a Modern Apprenticeship/SVQ Level 2 and working with an Assessor to achieve this.
- 2.2 Carrying out any tasks that will contribute to the successful completion of an SVQ Level 2 qualification.

HR team support

- 2.3 Providing support to the HR team with all aspects of the recruitment and selection process, including advertising and closing vacancies, preparing shortlisting paperwork, inviting candidates to interview and supporting the interview process on the day.
- 2.4 Managing the HR shared email inboxes and distributing queries to the relevant members of staff.
- 2.5 Maintaining all HR files and supporting the recording of staff data, such as employment and training details, into the HR database (Staffology HR)
- 2.6 Providing general clerical and administrative support to the HR Team
- 2.7 Supporting the HR & OD Team with management of diaries and events, including making appointments, and arranging meetings, rooms, catering and refreshments and hospitality for visitors as necessary.
- 2.8 Assisting with the management of incoming and outgoing mail
- 2.9 Supporting the other areas of the central team within the organisation (e.g. Communications and Marketing, Finance and Fundraising) by providing general administrative support during specific projects or in the absence of other support roles.

Big Noise Raploch/Fallin support

- 2.10 Support the Operations team with office management and administrative responsibilities at Big Noise Raploch & Fallin.
- 2.11 To assist the Operations team with the maintenance of the participant database, including maintaining up to date records for all children, as well as enrolment forms and recording information for the Evaluation programme.
- 2.12 Assisting with social media for Big Noise Raploch & Fallin programmes, including Facebook.
- 2.13 Support the Operations team with After School Club, including preparing sign-in sheets, signing in and out children at after-school and holiday programmes, recording



attendance, supporting any children out of sessions (if required) and monitoring parents in and out of the building at after-school.

- 2.14 Support as first point of contact for general communication with parents – text messages, phone calls, letters.
- 2.15 Assist the Operations team with arranging resources required for the programme (for example, equipment, stationery, catering etc.)
- 2.16 Providing assistance with the arranging of trips, concerts and excursions as well as supporting with visits to the Big Noise Raploch & Fallin programmes

All Posts in Big Noise:

- 3.1 To contribute to the development of a professional working and learning environment in the organisation.
- 3.2 To contribute to the organisation's understanding of diversity and its implications for the arts, education and community and to ensure this understanding informs all the organisation's activities.
- 3.3 To ensure adherence to the organisation's policies and procedures with particular reference to safeguarding/child protection, equality, diversity and health & safety.
- 3.4 Supporting the organisation in its journey to becoming a net zero organisation.
- 3.5 To work in a flexible manner in line with the organisation's social and corporate objectives and to be willing to undertake other duties as reasonably requested.



Modern Apprentice (Business Administration & Human Resources)
Big Noise

PERSON SPECIFICATION

We are looking for someone who is/has:

- Basic knowledge of Microsoft Office (Word, Excel, SharePoint, MS Teams)
- Good organisational skills
- Ability to communicate well with others
- Good interpersonal skills with the ability to mix appropriately with a wide range of people
- Ability to maintaining a high degree of confidentiality
- Flexibility and willingness to learn new skills and adapt within the role
- Belief in opportunities for all, and high expectations for all
- A belief in and determination for others to succeed
- Willingness to commit to working towards Modern Apprenticeship/SVQ Level 2 in Business & Administration
- Able to demonstrate how you will benefit from this Modern Apprenticeship development opportunity.
- Commitment to the long-term goals of the programme, our participants and communities.

We would ideally like someone who is/has:

- Understanding of the benefits that a social programme such as Big Noise and Big Noise can have
- Commitment to personal and professional development
- Good initiative and problem-solving skills
- Good standard of numeracy and literacy
- Ability to prioritise and manage workload
- Ability to work with accuracy
- A passion for music or community education, and a belief in the impact and transformative power it has for children and the wider community