



Insurance Apprentice Practitioner

About Ecclesiastical

Ecclesiastical Insurance Group is owned by Allchurches Trust Limited. Our Head Office is in the UK and the Group also has operations in Ireland, Australia and Canada.

Our ownership structure means that all of our available profits are donated to charitable causes. Our vision is to be the most trusted and ethical financial services group, and having exceeded our goal of donating £50m to charity almost a year ahead of schedule we are committed to reaching £100m by 2020.

We are a specialist insurance company and in Ireland our niche areas are charity, education, faith and heritage. We insure a variety of prestigious risks and well known heritage buildings across Ireland including ChristChurch and St. Patrick's Cathedrals in Dublin, the Wexford Opera House, and Glasnevin Monument Works.

The Apprenticeship Scheme

We are looking for an ambitious and talented individual who shows the potential to develop into a high performing commercial business professional. This opportunity is a three year fixed term contract apprentice scheme that provides exposure to all aspects of our business, allowing you to develop your technical expertise as well as professional skills.

When you join Ecclesiastical Insurance, you will receive a tailored induction and will be assigned a business mentor to provide support throughout the scheme. While on the programme in addition to gaining on the job insurance experience you will complete the insurance industry professional qualifications APA and CIP as well as a Bachelor of Arts (Honours) in Insurance Practice (Apprenticeship) which is Level 8 on the NFQ awarded by IT Sligo.

We will work with you to enable you to reach your development goals and aspirations for your career at Ecclesiastical. In return, we expect you to bring the commitment and drive to add significant value to the company.

During the 3 year programme in addition to the academic and professional studies, you will gain experience in our key areas of Underwriting, Claims, Risk Management and Business Development. This means that you will get the opportunity to gain hands on experience:

- Go out with our Business Development Managers to meet brokers
- Inspect the risks we insure, such as Churches, schools and heritage buildings, with our Risk Surveyors
- Work in our underwriting team to learn about how we underwrite risks and develop new products
- Learn about managing claims

Benefits & Wellbeing

- Competitive Salary
- Bonus – a discretionary bonus scheme based on what you achieve and how you achieve it plus the success of the company
- Holidays – 25 days per year
- Pension – access to a defined contribution pension scheme where Ecclesiastical will contribute up to 12% of your salary depending on the level of your chosen contribution
- Private Medical Insurance

- Income Protection
- Life insurance
- Employee Assistance Programme
- Annual Holiday Buy and Sell
- Tax saver Travel Pass Scheme
- Cycle to Work Scheme

About You

In addition to meeting the entry requirements as set out by the Insurance Institute of Ireland, you will need to be able to work in a fast paced environment and you will be expected to be enthusiastic, motivated and keen to learn. You must be at least 18 years of age.

Essential Skills and Requirements

- A track record of success and achievement in education, work experiences or extra-curricular activities/volunteering to date. We are looking for a demonstration of where you have taken on extra responsibility, delivered in challenging circumstances and shown your ability to work independently as well as in a team
- Highly effective communication (both in writing and verbally) and organisation skills.
- Propensity to learn and apply learning in the work place – to benefit and contribute to the business and to provide assurance about your ability to pass Insurance Institute and degree modules alongside a demanding work programme
- Effective planning and prioritisation skills – balancing multiple deliverables to agreed quality standards.
- Critical reasoning and analytical skills
- Excellent numeracy skills
- Attention to detail
- Strong interpersonal and relationship building skills
- Ability to work as part of a team
- Proficient IT skills in MS Office.

Essential Qualifications

- Irish Leaving Certificate (minimum of 140 points):
 - A minimum of 4 grades O6/H7 and 2 Grade H5 or higher Leaving Certificate subjects
 - Within these 6 minimum grades with English or Irish O6/H7, and Mathematics with F2/O6/H7
 - You must also have completed all of the following requirements:
 1. H5 or Higher in 2 subjects
 2. O6 or H7 or Higher in 4 additional subjects
 3. O6 or H7 in English or Irish (included in 1 or 2 above)
 4. have obtained at least 140 CAO points
 5. satisfied the mats requirement as set out below:
 - i. H7 in Higher Level Mathematics
 - ii. O6 in Ordinary Level Mathematics
 - iii. F2 in Foundation Mathematics
- FETAC Awards and Entry
 - The minimum entry requirements for graduates of FETAC (Level 5 or 6) awards to an Honours Degree Course (NFQ Level 8) is a full cognate FETAC (Level 5 or 6) award to include distinction grades in at least three components.
 - For entry to the majority of courses a full award may be accumulated over more than one academic year. In such cases it is the responsibility of the applicant to apply to FETAC for a full award. However, for entry to certain courses an award achieved in a single sitting may be required.
 - All FETAC awards are part of the Common Awards System, or CAS, from 2014. A full FETAC Level 5 or 6 major award will have a minimum credit value of 120. Component awards, or achievement of less than 120 credits, do not constitute a full award.
 - Some applicants will combine components achieved prior to the introduction of CAS with others which are part of CAS. Level 5 and 6 (NCVA) Certificates, i.e. major awards,

achieved before the introduction of CAS are also scored according to the system outlined above.

- All FETAC Level 5 and Level 6 awards will be scored using the best 120 credits to deliver a maximum of 400 points regardless of whether they were achieved before or after the introduction of CAS.
- Mature Students
 - Mature' applicants (defined as who are over 23 on January 1st of the year of entry), do not require the above minimum entry requirements and acceptance will be based on experiential learning, commitment to course objectives and an interview.
- Existing Staff
 - The applicant must meet all the normal entry requirement above.
 - With regard to the insurance examinations it is preferable that no progress is made. However the maximum number of completed modules acceptable to join the programme is **three** in respect of APA (General)
 - Existing staff members who are interested in applying should discuss this with the HR Manager.

Application Process

If you think this scheme is for you email your CV, proof of qualifications and cover letter to Barbara.owen@ecclesiastical.com

Selection Process

1. Telephone Interview
2. Online Critical thinking test
3. Interview and presentation

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