

Trainee Development Programme – Insurance Broker

Are you looking for an exciting and rewarding career? Do you have good communication, team-working and inter-personal skills? If so, you should consider joining our small but motivated team as a Trainee Insurance Broker. No previous insurance knowledge is required. Full training and support provided.

You will be fully supported to succeed in your role and career, with opportunities to progress and grow. Many of our managers and team leaders also started as trainee brokers.

Our traineeship program allows you to learn quickly on the job, whilst studying to gain your professional CII (Chartered Insurance Institute) qualifications. Our brokers complete the Certificate (Cert CII) and then can go on to achieve the Diploma (Dip CII) and Associateship (ACII). We fund the cost of study materials and exams. We also allocate you with time, in work hours, to study for your Cert CII exams.

Within two years, following successful competition of a probationary period, examinations, and other targets, you can expect to progress to the role of Insurance Broker.

The role will involve working with charities, not-for-profit and community groups day-to-day and providing them with a high level of client service. The successful candidate will play a key role in onboarding new clients, taking risk information, delivering risk advice, and providing quotes, schedules and insurance documents.



- Responding to new business enquiries (from online forms and telephone enquiries)
- Fact finding to identify client requirements
- Obtaining quotations using systems, rating guides, or referring to insurers
- Communicating quotations - advising the most appropriate in terms of price and cover to meet clients' requirements
- If the quote is accepted - starting the cover and issue documentation
- Ensuring system records are created and kept up to date
- On the job learning and study

Your qualities

We are looking for someone positive, reliable, and honourable:

- Willing to help charities and not-for-profits by providing a high level of service
- Strong customer service focus
- Good communication skills
- Confident telephone manner
- Willingness to challenge assumptions and think "outside the box"
- Motivated to study for industry exams and learn technical aspects of the role
- Good organisation and administration skills
- Good numeracy and analytical skills

What we provide

- Basic salary of £23,302.50 + monthly & annual bonus
- Monthly incentive schemes
- Pension scheme
- Professional CII qualifications
- Regular training, personal development and structured CPD sessions
- Mentoring and support
- Perkbox membership
- Volunteering days
- Opportunity to participate in charity fundraising and social events
- Our genuine desire to see our people succeed and grow

About Access

Access Insurance Services is a forward-thinking and fast-growing Chartered Insurance Broker. Our culture pivots around charity, generosity, and professionalism in serving clients.

We use our specialist knowledge to find and arrange suitable insurance policies for our clients: charities, churches, non-profit groups, care & housing organisations, social enterprises and community groups.

You can find out more about us and the charities we insure on our website: accessinsurance.co.uk

If you interested in joining this traineeship with opportunities for growth and earning potential, we look forward to receiving your application.