

<b>Designation:</b>	Apprentice (Communications Team)
<b>Grade:</b>	Stroud 1
<b>Hours:</b>	37 hours per week
<b>Location:</b>	Ebley Mill
<b>Job Purpose:</b>	To learn business skills and gain knowledge as part of a formal qualification at the same time as working to support the Council's business
<b>Responsible to:</b>	Communications Manager
<b>Responsible for:</b>	None

## KEY DUTIES

- Collect evidence of learning for the apprentice qualification
- Follow instructions, learn how the team works and use that learning to become a useful and valued team member
- Learn about business administration and customer service by cooperating in and contributing to team duties and routine
- Writing press releases
- Show understanding of the value of equality and diversity in the workplace
- Researching and cataloguing communications material
- Scheduling social media posts
- Scheduling press releases/emails to organisations & people on database
- Assisting with photo and video shoots
- Posting messages on the staff internal website

## SKILLS AND KNOWLEDGE

- Good general education or equivalent experience - Hold an undergraduate degree
- Good written and verbal communication skills
- Experience of working with the public
- IT Literate
- Ability to manage own time and workload

## COMPLEXITY AND CREATIVITY

- Responds to queries and complaints

## JUDGEMENT AND DECISIONS

- Routine decisions on aspects of work with all other decisions being referred to Communications Manager.

## CONTACTS

- Members and staff of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

## RESOURCES

- Little or no responsibility for physical or financial resources.

## TRAVEL DESIGNATION

- HMRC Milage rates will apply.

## GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.
- Show a commitment to safeguarding the welfare of vulnerable adults, young people and children, in line with the organisation's policy

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*