

Appendix 1

JOB DESCRIPTION

OFFICE APPRENTICE

Overall Responsibilities

- To carry out such tasks as deemed suitable for your level of competence by the Town Clerk, Deputy Town Clerk or Digital Communications and Marketing Officer.

Specific Responsibilities

1. To take full advantage of any training or learning opportunities afforded you by the Council and to apply that learning when appropriate and at the direction of the Clerk.
2. To work within a collegiate environment, where quiet, diligent application of basic office skills is required.
3. Be able to show to the Clerk and Council those skills learnt during the course of the apprenticeship.
4. Be able to work, accurately and where possible (later in the apprenticeship) without supervision.
5. To report on IT matters to the Digital Communications and Marketing Officer as required.
6. Assist in the management and maintenance of the Council's website(s). Advise the Digital Communications and Marketing Officer of any issues that may harm the Council, the website or the integrity and wellbeing of Council members, staff and Ramsgate residents. Ensure that the highest standards of accuracy and probity apply when adding or removing items on the Council website(s). Report all matters where the website has been infiltrated, damaged or inappropriate comments have been posted.
7. Assist the Digital Communications and Marketing Officer in the preparation and delivery of documents for the Planning & Infrastructure Committee.
8. Assist in the production of the 'Community Ad' magazine and review and edit content for the magazine.
9. Assist in the creation and delivery of marketing campaigns, working closely with the council's media, digital and internal teams to see them executed.
10. Create and develop new innovative ways to communicate the council's messages to residents, businesses and all stakeholder groups.
11. To carry out other duties, not specified here and considered to be within the post holder's competence, at the request of the Town Clerk.
12. The Digital Communications and Marketing Officer is the post holder's line manager and in their absence the Deputy Town Clerk.
13. Work at evenings and weekends when required.
14. Your salary is: £12,621.44 (16-18 years old) / £17,142.84 (Over 18 years old), subject to annual review by the Council.

PERSON SPECIFICATION

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Good level of IT skills including Word, Excel, Outlook and Internet. • A team player with strong interpersonal skills and a positive attitude. • Ability to adhere to confidentiality. 	<ul style="list-style-type: none"> • Good communication skills, both written and oral. • Ability to work independently using own initiative. • Strong organisational skills.
Experience		<ul style="list-style-type: none"> • Experience of managing a demanding workload and a variety of tasks. • Good use of Social Media.
Qualifications	<ul style="list-style-type: none"> • GCSE's Maths and English, (Grade C or above) or equivalent. 	