

Job Title:	Apprentice - Business Administration (Marketing)
Reports to:	Head of Business Opportunities
Location:	DCT Offices

Job Purpose:

Are you passionate about Devon and looking for a fantastic opportunity to work in an independent charity with over 50 years' experience of community development work, we help communities help themselves and are involved in a broad range of projects around the county. This role is for an enthusiastic individual who will assist the Marketing and Communications Executive to ensure we communicate with our customers through clear, contemporary, attractive and engaging use of all media and to market our services and provide information about the opportunities we offer to the communities, stakeholders and people of Devon.

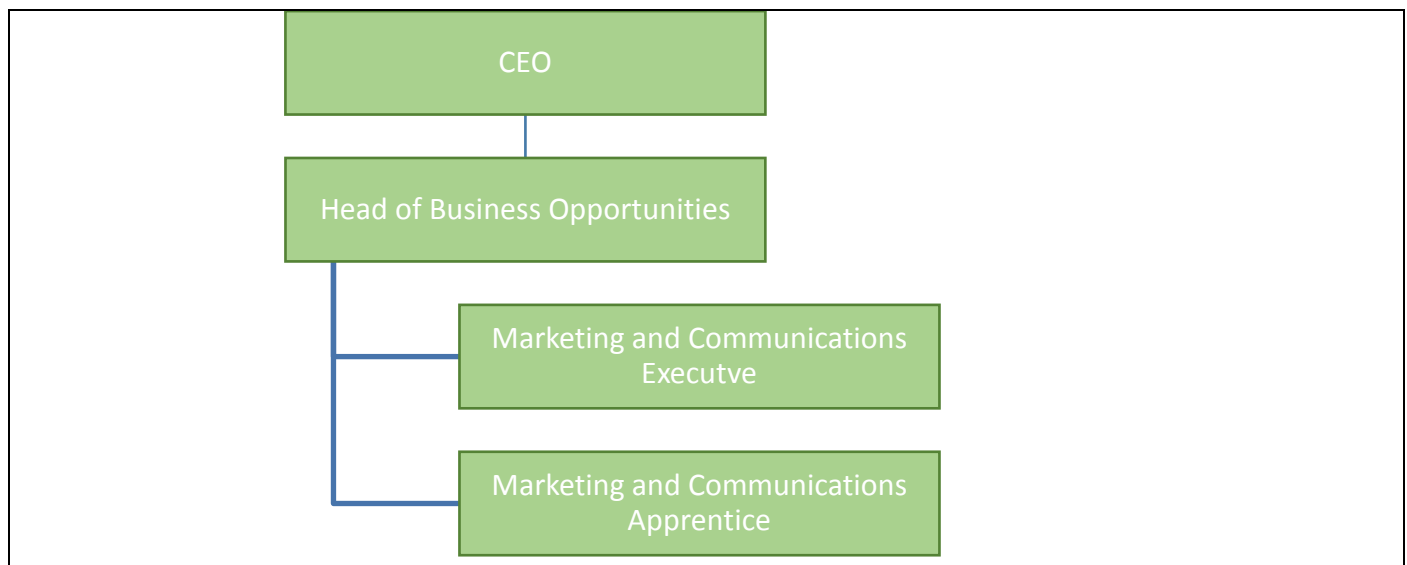
Principle Duties and Responsibilities:

- To assist on the delivery and further development of the Marketing and Communications Strategy
- To assist with the maintenance of marketing through our website, including the promotion of our training programme, news and project updates.
- Build on our use of social media; Twitter, Facebook, LinkedIn and other popular social media channels
- To assist with the design of marketing and promotional materials such as leaflets, posters & flyers in line with our branding guidelines.
- Assist in the writing and distributing of our publications & e - newsletters
- Attend and take minutes for marketing meetings and a Trustee sub committee
- To support our external promotional events and conferences
- To assist with the maintenance of our Google adwords account.
- To assist with the general administration of the marketing department

Other duties:

- Throughout the training period the post holder will be expected to complete all educational and training requirements
- To sign a learning contract with the training provider and adhere to the agreement
- To prepare for and attend assessment meetings and participate in relevant training events as required by the organisation
- To answer/deal with queries, both face to face and via the telephone, take messages and pass them on to the relevant member of staff in an appropriate and timely manner
- To meet and greet visitors as required.
- To be a flexible and supportive member of the team
- Attend and take part in team meetings
- Take and produce minutes of meetings as required
- Data input, data extraction, photocopying, filing and other administrative duties
- To deal with internal and external post and emails on a day to day basis
- Carry out any other duties as reasonably requested by the Head of Business Opportunities, Senior Management Team or other colleagues.
- Ensure that an equality & diversity approach are incorporated into all aspects of the post-holder's work.

Structure Chart:



Person Specification:

Attribute	Essential
Experience	<ul style="list-style-type: none"> • A track record of high levels of attendance and punctuality.
Practical Skills	<ul style="list-style-type: none"> • Competent to process basic clerical tasks accurately following instructions. • Good interpersonal and communication skills. • Ability to deliver tasks and work to deadlines. • Confidence and ability to establish effective working relationships
Education and Training	<ul style="list-style-type: none"> • Minimum of 4 GSCE's or equivalent (this must include A - D in Maths and English Language or equivalent). Competent user of computer software packages in particular Microsoft Office packages. Must meet minimum requirements of training provider for access to NVQ and apprenticeship programme
Personal Attributes	<ul style="list-style-type: none"> • Demonstrates a consistent friendly, open and welcoming approach • Ability to work independently and within collaborative teams • Have a flexible, adaptable and willing to learn attitude
Additional Requirements	<ul style="list-style-type: none"> • A willingness to develop and respond positively to change. • Committed to completion of the apprenticeship. • Commitment to take responsibility for self-development. • A positive 'can do' attitude. • Reliable • Respect for confidentiality • Ability to work with limited supervision but seek advice when appropriate • To have a professional appearance
Equal Opportunities	<ul style="list-style-type: none"> • Able to relate well to a wide range of people from a variety of different settings and organisations • Strong commitment/understanding of promoting equal opportunities