**Job Description**

Post Title: Communications Apprentice

Responsible to: Communications and Engagement Officer

Hours: 31.5 per week

Salary: £13,513

Location: Cardiff

Length of contract: 12 months

Please return completed application form by 24/5/18

Contact info@promo.cymru/02920 462 222 for further info.

Interviews on 30/31st May

ProMo-Cymru is a social enterprise and charity providing innovative development solutions in the social sector. We specialise in youth and family digital communication, child advocacy and the regeneration of community buildings.

**MAIN PURPOSE OF POST**

An exciting opportunity has arisen to join our Communications and Engagement team as a Communications Apprentice.

The communications team are responsible for delivering a number of projects, as well as raising the profile of ProMo-Cymru and our services as a whole.

This role involves assisting the team with social media, marketing, editing, proofreading, administration, copy writing and creating bilingual content.

We’re looking for an enthusastic, creative person with a passion for writing and creating content. The ideal candidate will have experience of writing a blog, video editing, using Twitter, Faceboook, Snapchat and Instagram and be super organised!

Most importantly you’ll understand youth culture, have great ideas and be passionate about making a difference in your community!

**The apprenticeship:** as part of the role we expect you to complete a Business Administration level 2 or 3 qualification, which includes units in Principles of Business Communication and Information and Principles of Social Media within a Business.

An apprenticeship enables you to gain qualifications whilst earning a wage. This apprenticeship will provide you with Industry recognised qualifications, sector knowledge and the skills in order to start your career.

For more information please go to: [www.gov.wales/topics/educationandskills/skillsandtraining/apprenticeships](http://www.gov.wales/topics/educationandskills/skillsandtraining/apprenticeships" \t "_blank)

**MAIN DUTIES**

* Marketing support and project administration
* Editing, proofreading, researching and copywriting, ensuring that all content meets the agreed guidelines and relevant policies
* Creating engaging and shareable content for multiple social media accounts and working across various networks such as Facebook, Twitter and Instagram.
* Attending events and meetings. This may include manning stalls at public and professional events
* Assisting with the planning and delivery of workshops and training
* Engaging with young people and professionals
* Planning and attending meetings
* Video editing and other content production

**Employee Specification**

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| --- | --- | --- | --- |
| **Requirement** | **Essential** | **Desirable** | **How Identified/ Assessed** |
| Education/  Qualifications: | A-Level English or equivalent | A- Level Welsh or equivalent  Fluent Welsh Speaker | Application form |
| Experience: | Writing/editing articles for websites, newspapers, journals or newsletters in English and/or Welsh.  High level of I.T. Literacy including web, social media and multimedia technologies | Working with young people.  Creating youth friendly and family friendly content  Translation | Application form & interview  Application form & interview |
| Skills/Knowledge: | Knowledge of a variety of social media networks and their purpose/functions.  Organisational skills. | Knowledge of the Third Sector and Welsh politics | Application form & interview |
| Personal Attributes: | Excellent communication & interpersonal skills  Enthusiasm  Self-motivation  collaborative working |  | Interview  Interview  Interview |
| Other requirements: | Willingness to work occasional evenings and weekends |  | Application form & interview |

 

