

## Newcastle City Council Job Description



**Post Title:** Junior Content Developer / Creative Content Assistant - Level 3 apprenticeship

**Grade:** National Minimum Wage according to age.

**Job Purpose:** To follow a learning programme and to assist in providing content support to the placement.

**Main Duties:** The following list is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Assist operational areas in the provision of services.
2. To develop video and written content for all channels supporting both internal and external communications
3. Work towards gaining competence in a number of tasks in relation to content production
4. Work with officers and politicians, under mentorship, to promote the work of the council.
5. Attend training courses and complete all required work within target timescales as set out in your individual learning plan, reviews, college time tables and tutor instructions.
6. Attend reviews with appointed Apprenticeship Manager and Mentors to discuss all aspects of progress.
7. To assist in maintaining a healthy, safe and secure environment and to act in accordance with all placement policies and procedures
8. Promote and implement the Council's Equality Policy in all aspects of contribution to the programme.