

## Person Specification

### Junior Content Developer / Creative Content Assistant - Level 3 apprenticeship

#### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage. In your application you will need to confirm that you:

1. Can complete the application form to a high standard.
2. Have skills including spelling, grammar and punctuation.
3. Have ability to follow written instructions.
4. Have GCSE grade A/7 English and a GCSE grade C/4 or above in Maths (or equivalent).
5. Have an awareness of the role being applied for and of the working environment.
6. Are able to create content to a brief for social media, web, print and internal communications
7. Can develop and maintain own competence and knowledge in a specialist area
8. Can work to tight deadlines within council's working practices
9. Have a genuine interest and enthusiasm for the trainee / apprenticeship applied for.
10. Can manage your own skills while developing and maintaining a professional network

#### Part B

If you successfully pass the application stage we will invite you in for an interview where we will assess:

1. Personal attributes such as timekeeping, reliability, ability to work as part of a team or using own initiative.
2. Confirmation that you hold a GCSE grade A/7 English and a GCSE grade C/4 or above in Maths.
3. Willingness and ability to undertake formal training relating to successful achievement of trainee / apprenticeship.
4. A genuine interest and enthusiasm for the apprenticeship applied for.
5. Flexibility with regard to work location, hours of work and duties.
6. Strong computer/digital skills
7. Any previous experience relevant to the apprenticeship being applied for.
8. Commitment to Newcastle City Council's Equality and Diversity policies.

#### Additional Requirements

- Two references from current and previous employers (or education establishment if applicant not in employment)
- Flexibility with regard to work location, hours of work and type of job assignments
- Personal Bank Account