

Level 3 Content Creator Apprenticeship Job Description

Role Purpose

This is an entry level role aimed at bringing new talent into the organisation and offering a development opportunity to someone in our community.

The focus of this apprenticeship will be on:

- Supporting the work of the council by contributing to the delivery of services and projects allocated and supported by a supervising manager
- Learning the knowledge, skills and behaviours required of the role
- Completing a programme of study at level 3 which is relevant to the role
- Learning to model Surrey County Council's Values
- Carrying out the role with enthusiasm, integrity and professionalism
- Create fun and engaging content for Surrey Youth Voice social media platforms
- Passionate about children and young people having their voices heard
- Gather children and young peoples feedback and share to improve services in Surrey

Work Context

The User Voice and Participation Team, work with children and young people to ensure they have their voices heard in the service that they access in Surrey. There are a variety of ways we do this, for example through participation groups, digital engagement, user perspective training and surveys.

We empower children and young people to be involved in decision making about their lives and services that affect them. We not only listen to children and young people but work with them to affect change!

Representative Accountabilities

- Undertake a course of studies and develop a broad range of skills within the requirements of the service to achieve a nationally recognised Apprenticeship
- To develop a working knowledge of Surrey County Council's policies and procedures in line with the requirements of the Apprenticeship standard
- Provide high standards of performance to ensure that the service continues to operate efficiently and effectively
- Under supervision work closely with other team members to assist in a range of projects and service developments.
- Through personal example promote the values and behaviours (including equalities) that underpin the Council's organisation strategy.
- Plan and develop creative content in line with the brief and budget.
- Research, prepare and develop messaging to maximize audience engagement.
- Create visual and audio content that can be used across a variety of media
- Collaborate with colleagues and clients to plan and align content delivery with business objectives.
- Duties for all
Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. Adherence to safe working under the health and safety policy is required.

To have regard to and comply with safeguarding policy and procedure as appropriate.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics

- Ability to work towards and achieve a level 3 apprenticeship
- Educated to GCSE level (or equivalent)
- GCSE 9-4/A*-C in Maths (or equivalent) or ability to work towards level 2 maths
- GCSE 9-4/A*-C in English (or equivalent) or ability to work towards level 2 English

Details of specific qualifications and/or experience required for role in line with role outputs

We particularly welcome applications from those who may have care experience and/or additional needs, and disabilities, and/or have accessed emotional wellbeing and mental health services.

Role summary

Roles at this level typically work as part of a team performing routine duties to support the team. They will usually have little prior knowledge or experience and will be interested in pursuing a career in the organisation but require training. Tasks are generally straightforward within established routines and procedures and under regular or direct supervision, and training is provided for more complex tasks. There is a need to plan and prioritise work and training activities. They are given the opportunity to learn about a range of activities and procedures, developing capabilities through learning on the job and/or formal study.