

Job title: Communications and Engagement Apprentice

Salary - £20,743 per annum

Contract status - Fixed-term for 18 months

Hours - Full-time, 36 hours per week (20% study time)

Apprenticeship framework/standard - [Public Relations and Communications Assistant - Level 4](#)

About our apprenticeship scheme

We are looking for hard-working, motivated and enthusiastic people to join our apprenticeship scheme. Regardless of your age, previous experience or qualifications (although you must be at least 16 years of age and not in full-time education), we're welcoming applications from those that show potential, determination and a drive to succeed. In return we can give you the opportunity to kick-start your career under the management of our skilled and experienced staff, whilst earning, learning and achieving nationally recognised qualifications at the same time.

About the role

Do you have an interest in communications? Earn while you learn as part of our busy, friendly Communications and Engagement Team. In this role you will be responsible for supporting the team to deliver the best possible outcomes for our communities through championing community engagement and ensure it is 'hard wired' into council decision making.

Communication and engagement has never been more important as we work with our colleagues and communities to protect our borough against COVID-19. Start your communications career with us and you will have first-hand experience of helping with media and campaigns activities that inform, change behaviour and encourage audiences to work more closely with the council.

You'll also schedule content on our digital channels, deliver internal communications activities and support the press office function of the team by responding to media enquiries and generating proactive news content.

A key part of the role is to build networks and relationships with teams across council, residents, communities and other external partners to develop and deliver communications and engagement. You will have the ability to work independently on key projects and priorities.

About you

We're looking for someone with excellent communication skills, good IT skills (experience creating videos is preferable), attention to detail, enthusiasm and an eagerness to learn. You will be interested in public relations, communications or marketing. You will demonstrate innovation and creativity as well as the ability to adapt to different ways of working and a commitment to your own personal and professional development to meet the changing demands of the role.

Please note, in order to qualify for apprenticeship funding and be considered for this post you must meet the following criteria:

- Hold a GCSE level C/equivalent in Maths and English and be able to present original qualification certificates
- Only apply for an apprenticeship unrelated to any qualifications they hold at the same or higher level than the apprenticeship they wish to apply for. The apprenticeship being applied for must be unrelated in subject and content from the qualification already held.
- Not be enrolled on another funded apprenticeship or another funded further education or higher education programme at the time you start your new apprenticeship.
- Have the right to work and study in England and be one of the following:
 1. A citizen of a country within the European Economic Area (EEA) or have the right to abode in the UK and have been resident in the EEA for at least the previous three years on the first day of your apprenticeship.
 2. A non-EEA citizen with permission from the UK government to live in the UK, (not for educational purposes) and have been ordinarily resident in the UK for at least the previous three years before the start of learning.

Our offer

Our apprenticeships are offered on a minimum contract duration of 12 months (some are longer depending on the level of apprenticeship you undertake), offer 23 days paid annual leave, access to our staff benefits, and a minimum starting salary of £20,743 per annum for level 4 apprenticeships (equivalent to a HNC/Foundation Degree).

In addition, there are further discounts available to apprentices and more information can be found on the [Apprentice Extra website](#).

We're extremely proud of our apprenticeship scheme and the achievements of our apprentices, many of whom have secured employment with the council after completing the apprenticeship and continue to excel in their careers.

Interested?

There has never been a better time to undertake an apprenticeship! To register your interest please apply online by submitting your current CV and a short supporting statement outlining what skills, abilities and experience you can bring which makes you an ideal candidate for this role and our apprenticeship scheme.

More information about apprenticeships can be found on the [National Apprenticeship website](#).

Kingston Council is a Disability Confident Employer.