**Frome Town Council**

Job description

**Marketing & communication degree apprentice**

**Salary**: £8200 dependent on age, fixed term contract.

**Hours of Work:** You will work a 37-hour week. One day a week or equivalent will be study time. We operate a time off in lieu policy.

**Leave Entitlement**: 23 days per annum, plus public holidays

**Responsible to:** Marketing and Communications Manager

**To play a key role in communicating with both residents, businesses and visitors, and to raise the profile of Frome Town Council work programme, services and projects.**

**Key Responsibilities**

Working with the Marketing and Communications Team to deliver the Marketing & communications strategy for Frome Town Council

* Creating written communications including press releases and newsletters with support from team members
* Creating and monitoring campaigns across our digital platforms to plan
* Creating web content including blog posts
* Creating print media such as posters, fliers and brochures
* Administrative duties such as preparing meeting agendas, updating online calendars, updating spreadsheets & databases
* Supporting the production and promotion of Frome Town Council events and initiatives
* Preparing presentations for meetings
* Capturing data, evaluating and reporting on marketing campaigns
* Supporting colleagues in reception.

**Knowledge and skills**

It is essential that you have

* A Levels or education to equivalent standard
* A flair for verbal, visual and written communications
* Attention to detail
* Good IT, customer service and administration skills
* An ability to work as part of a team

We would like you to have

* Some experience of maintaining databases and websites
* Knowledge of WordPress, InDesign & photoshop an advantage

**Qualities**

You will need a flexible approach to working - working some evenings and weekends is required. We operate a time off in lieu system.

You must have a commitment to Frome Town Council’s Equal Opportunities Policy ensuring equality of opportunity in service delivery.

This is an entry level apprenticeship position and you are expected to study and attain a Level 6 Degree in a marketing qualification whilst employed by Frome Town Council. This contract is for a limited period of time whilst you undertake the course with your training provider or college, and subject to your suitability to the post. Course fees will be paid by FTC within the Degree Apprenticeship scheme.

We are looking for someone with a positive outlook, a passion for communicating and for Frome. If that sounds like you then please apply.