

Work Experience Role Description

Middlesbrough Council work placements have been developed to support residents from a range of backgrounds and levels of ability.

Job Title: Communications Officer

Purpose of Post:

This post would assist the marketing and communication team in ensuring it was communication to young people on the topics that matter to them.

Using recent survey findings the post holder would research and write articles about topics found to be relevant to young people in Middlesbrough.

The post holder would also contribute to ideas for social media channels and other council publications.

General duties:

- Researching and writing news and features about Middlesbrough
- Identifying ways to communicate with young people in Middlesbrough
- Contributing to media releases about council services

Experience and Skills, you will gain:

- Introduction to writing for different audiences
- Introduction to how publishers use social media
- A variety of communication skills based on meeting and interviewing people

Essential Skills

- Basic knowledge of how the media works
- Strong written communication skills
- Thorough attention to detail
- To be able to use a computer and the main software packages competently

Desired Skills

- The ability to accept constructive criticism and work well under pressure
- Persistence and determination
- Excellent verbal communication skills

Days/times required: 15 hours per week

Duration of the Placement: 8 weeks

DBS required: No

Other responsibilities

- Embrace the values of Middlesbrough Council
- Where a candidate has a disability, Middlesbrough Council will make every reasonable effort to supply the necessary aids, equipment or adaptations to enable a volunteer to carry out their role.
- All candidates are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to their volunteer role and adhere to the Council's Work Experience Policy in carrying out their placement.
- All candidates are expected to respect all confidentiality and principles and practice of the Data Protection Act.
- All work experience candidates are required to comply with Health and Safety policies and legislation.

Signed:

Date: