

**MEDWAY COUNCIL  
JOB PROFILE  
APPRENTICE - ADVANCED**

**Designation: Public Health Apprentice - Child Health Advanced Apprentice**

**Department: Child Health Team**

**Grade: Level (3) £279.35 per week**

**Responsible to: Project officer - Child Health**

**MAIN PURPOSE OF JOB**

This exciting opportunity will involve supporting the Child Health Team with a wide range of duties linked to the Child Health 5-19 agenda in public health.

You will be required to support the Child Health Team with planning, delivering and evaluating projects and programmes offered to schools, colleges and other young person settings. This may be through School sessions such as lessons or assemblies, public engagement events, making phone calls, organising and scheduling calendars, social media promotion and resource development.

Complete a range of administrative tasks such as phone calls, data entry, printing, photocopying, email inbox monitoring, organising mail outs and auditing and creating resources.

You will learn and develop the skills to:

- Assist with designing promotional and teaching/training materials for the public and professionals.
- Deliver up-to-date information via social media channels.
- Assist with local campaign design and delivery.
- Assist in organising and support delivery of teaching sessions and training events.
- Provide general administrative support including data entry, data collation, scanning and photocopying.
- Assist with training organisation including booking venues and setting up equipment.
- Communicate with a wide range of contacts via e-mail, telephone and in person.
- Deliver brief interventions related to Public Health services and communicate health messages to the public and young people across Medway.
- Working towards level 2 Understanding Health Improvement.

This position will also give an apprentice a unique chance to gain hands on experience

working in and alongside a number of Public Health services, contributing to improving the health and wellbeing of people in Medway

An Apprenticeship with Medway Council will give you the opportunity to gain qualifications, learn new skills and obtain an insight into a diverse organisation that can offer a wide range of career opportunities.

At times you will be required to work evenings and weekends at promotional events and training sessions.

## **PERSON SPECIFICATION**

### **Qualifications**

Ideally educated to GCSE standard, grade C and above (or equivalent) or have completed an NVQ Level 2 and be willing to work towards achieving all the qualifications required to successfully complete the Advanced Apprenticeship.

### **Skills**

Previous experience of using ICT packages i.e. Word, Excel and Power Point is desirable.

### **Competencies**

Knowledge – Understands the range of procedures required for the role and can use the tools and equipment provided. Can use equipment provided and undertake simple written and numerical work, using technology, where required.

Mental Skills - Uses judgement and creativity to assess situations solve straightforward problems and adapts to new ways of working.

Communication Skills - Uses written and oral communication skills to present varied information in an understandable way to a range of audiences.

Initiative and Independence - Follows instructions and uses initiative to deal with minor issues, referring to supervisor/line manager where necessary.

Responsibility for People - Is polite and courteous when dealing with members of the public.

Responsibility for Supervision - Can explain straightforward tasks to others, where required.

Responsibility for Finance - Can handle and process cash/documentation relating to small financial amounts (i.e. up to £250 per day)

### **Desirable Experience**

Demonstrable experience of working in a team in either an Education/ Work environment is desirable

**Demonstrable experience of speaking to groups of people in either an Education/ Work is desirable**

Experience of creativity in either written English or Art is desirable

Interest in working with young people is desirable

## **ORGANISATION**

### **Describe how and by whom the post is managed:**

The post holder will be supervised on a daily basis by The Child Health Project Officer

### **Describe the level of initiative and/or independence expected of the post holder:**

The post holder will be supervised by their line manager, however, it is anticipated that they will develop and demonstrate a reasonable level of initiative and independence during the completion of their apprenticeship.

### **Job Context – Describe the main contacts, both internal and external, and the purpose of those contacts:**

The post holder will have contact with internal and external colleagues in the course of their daily work. They will also have contact, via email, telephone and social media with external customers i.e. Schools, colleagues and Young peoples services. Their ability to communicate effectively on these platforms is essential to this role.

## **FINANCIAL ACCOUNTABILITIES**

Apprentices have no financial accountabilities, however, they can be taught to perform any tasks associated with the department and use the Council's payment systems i.e. Webreq, under the supervision of their line manager. Apprentices may also be asked to collect petty cash to purchase project resources.

## **WORKING ENVIRONMENT**

The post holder will be office based at Gun Wharf.