



DWP Bid Unique Identifier

Job Placement title

**Admin Support for Digital Content & Partnerships Manager**

#### Job Placement summary

- To research topics as required
- To edit copy for the website
- To follow up on any additions, changes, amendments to web copy
- To support our Content Curator in gathering footage for post-production edit + content generation
- To gather material from tutors or internal team as required
- Gain understanding of Hawkwood's ethos + branding and work with this vision
- Manage relationships and have a professional email and video manner
- Ability to manage an email inbox writing to marketing partners
- Liaising between the team



Essential skills, experience and qualifications

- The ability to communicate clearly and effectively with customers and visitors as appropriate
- Excellent organisational and time management skills
- Excellent communication skills both written and verbal and the ability to produce documents to a high grammatical and presentation standard
- The ability to work individually and as part of a small team
- The ability to work flexibly to react to events and remain calm and effective under pressure
- The ability to deal discreetly with matters of a confidential nature
- Able to present a professional image at all times
- Willingness to be trained
- An understanding and commitment of equal opportunities for all
- Knowledge of all forms of communication media
- Excellent IT knowledge and skills
- Ability to track actions and use initiative to move projects forward

Job category (DWP use only)

Number of hours per week

25 Hours

Working pattern and contracted hours (including any shift patterns)

Flexible hours, based on usually office hours (9am - 5pm) with some early evening shifts.

18+ preferably

Hourly rate of pay

National Minimum Wage

Details of employability support (training opportunities/mentor)



Mentor - Matthew Shaw, Curator at Hawkwood.

Training and support will be provided in learning how to Identify courses and tutors.

How to research and document information.

How to use Hawkwood systems and communication tools.

How to host, facilitate and moderate sessions as appropriate.

How to put together website pages for courses, workshops and talks.

Create Gloucestershire will coordinate peer networking sessions, and signpost you to other relevant training, so that you're able to engage with other young people on the Kickstart programme working in the arts and cultural sector within Gloucestershire.

Company name

Hawkwood College

Closing date for applications

31<sup>st</sup> July 2021

Using the table on the next page please provide details for each Job Placement by location.



Employer Job Placement reference (where applicable)	Job Placement location and address (including post code)	Contact details for the Job Placement Name Email address Telephone	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available? Yes/ No/ Don't know	Anticipated start date/s (if known)
	Remote working	Alicia Carey, Hawkwood College, Painswick Old Road, Stroud, GL6 7QW  <a href="mailto:alicia.carey@hawkwoodcollege.co.uk">alicia.carey@hawkwoodcollege.co.uk</a>  01453 769833	Through <a href="http://www.hawkwoodcollege.co.uk">www.hawkwoodcollege.co.uk</a> or JCP work coach	1 (out of 8)	TBC	No	March – April TBC – (depending on current restrictions )