

Training Position	<b>Corporate Communications Trainee</b>
Training Allowance	£ 15000 per annum, pro rata, exempt from tax and NI deductions
Period of Training	12 months, subject to periodic reviews
Hours/Days Required	37 hours per week
Placement Organisation	Leeds Trinity University - Horsforth
Responsible to	Corporate Communications Manager & PATH Project Manager
How to Apply	Complete a PATH Traineeship Application Form available from the work placements page of our website, <a href="http://www.pathyorkshire.co.uk">www.pathyorkshire.co.uk</a> and email to <a href="mailto:betterfutures@pathyorkshire.co.uk">betterfutures@pathyorkshire.co.uk</a> before closing date and time.
Closing Date	<b>Monday 30th May 2022, 12 noon</b>

## About the Placement Organisation

A small university with a big reputation. Leeds Trinity University are proud to offer a personal and inclusive university experience that gives every student the support to realise their potential. Our students say it, our alumni say it and our staff say it – you really are a name, not a number, at Leeds Trinity University. Located on a beautiful campus six miles from Leeds – one of the UK's best student cities – we've been providing outstanding, student-centred higher education for more than 50 years.

## Purpose of the Placement

To help raise the profile of Leeds Trinity and support its corporate and reputational projects and campaigns. The postholder will support the Corporate Communications team with a range of activities.

## Work Skills Development

To work with the Corporate Communications Manager and Head of Corporate Communications to support the Corporate Communications team, including internal and external comms, alumni relations and events.

To undertake administrative tasks to support the Corporate Communications team, including media/social media monitoring, clipping articles, creating briefing documents and setting up meetings/visits.

To demonstrate a willingness to learn about writing copy, responding to feedback, and delivering communications across internal and external channels, with support from the Corporate Communications team.

To undertake administrative tasks involved in our alumni relations programme, including processing membership applications, organising visits and events (such as preparing itineraries and liaising with attendees), and investigating queries.

To support the delivery of key University events including graduation, conferences, public talks, 'end of year' celebrations etc and undertake administrative tasks related to these (such as preparing registration lists, event signage and producing name badges).

To attend and provide support at University and alumni events on campus.

To provide excellent customer service and accurate information about the University to external stakeholders, including suppliers.

To demonstrate a willingness to learn about and engage with the corporate communications process and the needs of different internal and external audiences.

To ensure the use of data complies with current regulations, particularly those relating to GDPR.

To apply the University's Equality, Diversity and Inclusion Policy in the postholder's area of responsibility and in their general conduct

To comply with current health and safety requirements, work with relevant University policies and participate fully in the annual staff review scheme.

To carry out any other duties, commensurate with the grade of the post, as directed by the Head of Corporate Communications or designate.

### **Personal Development**

- **Further training** and experiences may be gained as appropriate.
- Gain **Job Search** skills and Employability skills: training will be made available and trainees are expected to attend.

# SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

**IMPORTANT: Use these selection criteria to guide your answers in the COMPETENCY STATEMENT section of the PATH Better Futures Application Form.**

<b>QUALIFICATIONS &amp; ATTAINMENTS</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Good basic education to GCSE level standard, or equivalent, to include Maths and English	✓		Application
<b>SKILLS &amp; COMPETENCIES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Excellent personal organisational skills	✓		Application & Interview
Well-developed interpersonal and communication skills	✓		Application & Interview
Ability to produce publicity materials including writing social media posts		✓	Application & Interview
<b>KNOWLEDGE &amp; EXPERIENCES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Working knowledge of Microsoft Office Word, Excel, and PowerPoint	✓		Application
Willing to learn how to use online platforms	✓		Interview
Administration experience e.g. events, office-based	✓		Application & Interview
Previous work experience in communications		✓	Application & Interview
Experience of using online databases/systems/platforms		✓	Application & Interview
Understanding of corporate communications and marketing		✓	Interview
			Interview
<b>BEHAVIOURAL &amp; VALUES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Accuracy and attention to detail	✓		Application
Ability to work effectively as part of a team	✓		Application & Interview
Commitment to delivering professionalism at all times	✓		Interview
Highly motivated with the ability to show initiative and creativity	✓		Interview
Prepared to work occasional evenings and weekends as required by the role		✓	Application & Interview

## Disclaimer

- Training Allowance is exempt from Tax and National Insurance.
- PATH Traineeship is a work-based training/placement and not considered employment.
- No job guarantees at the end of the placement period.

## RISK ASSESSMENT OF THE TRAINING POSITION

### A. CLIENT GROUPS, the trainee will work with

- General Public       Factory Work       Other Agencies   
Children       People with learning difficulties       Clients in their own home resident or hostel

### B. PHYSICAL CONDITIONS:

#### 1. Work is conducted in the main

- Indoors       Outdoors       Sitting   
Standing       Walking       Office Accommodation

#### 2. The training will involve

- Lone Working       Working out on the Estate       Working underground   
Climbing       Working on the Counter       Working in Void Properties   
Bending       Manual Handling tasks       Working in confined spaces   
Stretching       Working at Heights       Contact with discarded needles   
Driving       Potentially working in a smoking environment   
Cash Handling       Use of Display Screen Equipment

### C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	n/a
Protective Clothing	n/a
Type of Vehicle (other than car)	n/a
Other equipment used	n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

**We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.**