

Job Description and Person Specification

Role: Events Assistant Apprentice



Job Description

Job Title	Events Assistant Apprentice
Grade	Apprentice
Service	Children's Services
Reports to	Children's Champion
Location	Broadgate House, Coventry
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

The Participation Team work to support and empower children and young people to have a voice about the decisions that affect them. This includes how we plan, deliver and evaluate services across the Council using the One Coventry approach. The role is to work with service users, colleagues and partners in a range of tasks, such as planning and organising events, providing administrative support, assisting with social media output, facilitating group work and consultation activity with children and young people.

Main Duties & Key Accountabilities

Core Knowledge

1. Undertake a variety of administrative tasks to support the running of the team such as: working with colleagues to deliver events, collation of documents and data, attend and contribute to meetings with other professionals, develop and deliver presentations with support.
2. Supporting the running of various trips, groups and events e.g., Voices of Care and Coventry Youth Council.
3. Assist in working with groups of and individual children/young people to build relationships and obtain their views.
4. To undertake surveys with identified groups.
5. To maintain positive relationships with service users in order to improve outcomes and enable their voices to be heard.
6. To support the development of the Participation Teams use of social media.
7. To support with the organisation and delivery of events such as the annual Celebration event for children in care.
8. To participate in 'Child Friendly Cov' events.
9. To write/present information in an appropriate format.
10. To assist in training workshops facilitated by team members.
11. To act appropriately as a member of Coventry City Council whilst at work.

- 12. To follow departmental and corporate policies.
- 13. To prepare for and attend supervision with manager.
- 14. To undertake internal and external training as agreed with manager.
- 15. To record work undertaken and agreed by manager.
- 16. Any other administrative tasks as required by the service.
- 17. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Health, Police, Education, voluntary sector, local businesses, regional partners, national partners, Coram Voice, Mind of my Own,	Internal Coventry City Council, Coventry Children's Services, Elected Members
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: N/a

Person specification

Job Evaluation Code	
Knowledge	
A basic understanding of participation and service involvement	
Knowledge of issues that affect Looked After Children and Care Leavers	
An understanding of the work undertaken by Coventry Children's Services	
Skills and Abilities	
Computer literate and confident with using Microsoft Office (Excel, Word, PowerPoint and Outlook etc)	
Good organisational, verbal and written communication skills	
Ability to listen to and communicate with children and young people and to encourage them to express their views	
Ability to establish and maintain good working relationships with children, young people and a wide range of workers/professionals	
Ability to support young people's opportunity to carry out activities, which promote their views	
Ability to use social media (Facebook, Twitter, Instagram) effectively	
Ability to complete tasks and work to deadlines	
Able to work sensitively with a range of service users	
Able to maintain confidential information	
Commitment to upholding Children's Rights and listening to children and young people	
Contribute to reports, event project plans and written presentations	
Experience	
None required	

Qualifications
Maths and English GCSE 4/C or above (Or equivalent) or ability to complete Maths and English Functional Skills level 2 as part of the apprenticeship
Ability to complete Events Assistant Apprenticeship Level 3 standard
Special Requirements
<p>Must not have already completed the Events Assistant Level 3 Apprenticeship standard.</p> <p>Willingness and ability to work approximately 1 evening or weekend per month.</p> <p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</p>

Date Created	October 2023	Date Reviewed	
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