

Newcastle City Council Training Scheme Job Description

Tyne and Wear Archives and Museums (TWAM)

Post Title: Creative Apprentice Community Arts Administration

Grade: National Minimum Wage according to age

Job Purpose: To follow a learning programme and to assist in providing administrative support to the Culture Bridge North East Programme.

Main Duties: The following list is typical of the duties the trainee will be expected to perform. Other duties of a similar nature and level may be required from time to time.

- 1 Assist in maintaining records, office systems and diaries, make room bookings, order refreshments and make travel arrangements as appropriate.
- 2 Assist in ensuring that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
- 3 Assist in the collection, recording, compiling and presentation of data both manually and electronically, in order to maintain a comprehensive, up to date paper, electronic filing and information systems.
- 4 Liaise with staff and customers as appropriate, including the provision of reception services where required.
- 5 Attend training courses and complete all required work within target timescales as set out within individual learning plans, reviews, college timetables and tutor instructions.
- 6 Attend reviews with training officer and report learning progress
- 7 To assist in maintaining a healthy, safe and secure environment and to act in accordance with all placement policies and procedures
- 8 Promote and implement equal of opportunity in all aspects of employment and service delivery.