



PLACEMENT DESCRIPTION (PD) AND PLACEMENT SPECIFICATION (PS)

Standard Template

PLACEMENT TITLE:	Trainee Programme Assistant: Marketing and Learning – Recruit- <i>Ability</i> Programme		
GRADE:	Training Allowance	SERVICE AREA:	Economy, Environment & Communities
REPORTS TO:	Learning & Engagement Co-ordinator	LOCATION:	New Art Gallery Walsall
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • This post is available to disabled applicants only as part of the Recruit-<i>Ability</i> Programme. • Applicants must be new to Walsall Council and new to this type of Positive Action Programme. • Fixed-term contract for 12 months, 18.5 hours per week. • Training allowance of £17,842 pro rata to hours worked (£9.25 per hour). • The post will require a blended working approach with a requirement to work on and off-site, as required. • The post holder will comply with, and promote, the Gallery's Environmental policy, and work to ensure that environmental awareness and responsibility is implemented effectively within their areas of responsibility. 		

1. Main purpose of the role:

To provide support to The New Art Gallery by offering administrative and practical support to the artistic programme of the venue; principally supporting the Marketing Officer with administrative tasks and assisting the Learning and Engagement Team with workshops and events. There will be a requirement to provide occasional support to other departments including Exhibitions, Artist's Projects, Collections, Technical and Front of House.

2. Role specific duties and accountabilities:

- To assist with general administrative tasks relating to press and marketing, as required.
- To assist with uploading information in digital format to the gallery website, and social media platforms, as required.
- To assist with the updating and development of the Gallery's press and media online contact database for targeted e-marketing campaigns, as required.

- To assist the Learning and Engagement team with research tasks and targeted marketing activities.
- To assist Artist Educators in the setting up and setting down of workshops and auditing art materials.
- To assist participants and staff during workshops and events.
- To assist the Learning and Engagement Team in the development of digital and paper-based learning resources.
- To assist the Learning and Engagement Team in administrative tasks related to school bookings and data entry.
- To assist with the preparation of supporting materials for Exhibitions.
- To provide assistance to the wider programme of exhibitions, Collections, residencies, events and projects at The New Art Gallery Walsall, as required. e.g. to assist with administrative tasks relating to the Technical department; to provide technical assistance for exhibitions, events and displays; to assist with any day to day technical work; to assist with administrative activities within Finance and Resources; to assist with Front of House activities in the shop, at the Reception desk or in the galleries.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills:		
A familiarity with and an interest in Art	A/I	3
An interest in learning and engagement activities within museums and galleries	A/I	3
An interest in working with a broad range of audiences	A/I	3
An understanding of the importance of marketing activities to engage audiences and share information	A/I	3
An understanding of the various ways in which galleries communicate information with their audiences	A/I	2
A familiarity with social media platforms e.g. Facebook, Twitter, Instagram and You Tube, and an understanding of how to post content	A/I	2
Ability to provide basic administrative support	A/I	3
IT literate with the ability to use Microsoft Office, email, Internet and databases	A/I	3

Ability to use office equipment such as photocopiers, scanners and digital cameras			A/I	2
Excellent interpersonal skills			A/I	3
Good written communication skills			A	3
Good verbal communication skills			A/I	3
An understanding of the need to adapt behaviour and language as appropriate for the audience group you are working with			A/I	2
An ability to be empathetic and sensitive to different people's needs			A/I	2
Ability to prioritise efficiently, time manage, work to deadlines			A/I	3
Ability to respond positively to line management direction			A/I	3
An understanding of the importance of team work as well as the ability to work on own initiative			A/I	3
Ability to be flexible, reliable, practical and resourceful			A/I	3
Good attention to detail			A/I	2
An ability to respond calmly and professionally in challenging situations.			A/I	2
The ability to deal with enquiries from customers, colleagues and other organisations both over the telephone and in person in a polite and sensitive manner, and to pass on accurate messages			A/I	3
Other Essential Requirements				
An awareness of, and commitment to, equality of opportunity			I	2
Awareness of, and commitment to, confidentiality and handling data			I	3
Awareness of, and commitment to, safeguarding of children and young people			I	2
Prepared by:	Alex Jolly	Date:	June 2021	