

JOB DESCRIPTION

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| 1. Directorate | Development Services |
| 2. Post Title | Business and Growth Hub Apprentice
(Based in Growth Hub) |
| 3. Post Number | New Post - TBC |
| 4. Post Grade | Apprentice |
| 5. Section | Community and Economic Development |
| 6. Responsible to | Growth and Enterprise Manager |
| 7. Responsible for | N/A |
| 8. Main Purpose of Job | To provide administrative support to officers within
Community and Economic Development and the
delivery of the Growth Hub |
| 9. Specific Duties | |
| 9.1 | Assisting generally, under guidance of more senior officers, with the work of the section. |
| 9.2 | Receiving telephone calls and taking messages for officers. |
| 9.3 | Administration duties to support the section, including collation of statistics, research and performance data, invoicing and payments. |
| 9.4 | Communicating straightforward information to members of the public and businesses via email and telephone. |
| 9.5 | To support the business community through the Growth Hub Service, including liaising with the business community and helping run business events. |
| 9.6 | To help support the marketing and promotion of the Growth Hub, including social media. |
| 9.7 | To help support the marketing and promotion of the Borough. |
| 9.8 | To occasionally work at and support the Tewkesbury Tourist Information Centre and Heritage Centre. |
| 9.9 | Data entry and working on CRM and document management systems. |
| 9.10 | Assisting with the administration of business grant schemes. |

- 9.11** To support the delivery of the economic development and tourism strategy.
- 9.12** Assisting in compiling data and background information for Emergency Planning.
- 9.13** Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.
- 9.14** To adhere to all Council Policy, in particular Equal Opportunities.
- 9.15** To undertake any other duties properly assigned from time to time, which are appropriate to the character of the post.