Job Description

Digital Media Modern Apprentice

Hunter Davies Ltd

Job Purpose

The primary focus of the role is to support the design, development and technical maintenance of (WordPress) websites. The role would also include assisting the team in the production of social media content internally and for clients.

The successful candidate will work toward and be supported to achieve a SQA Diploma in Creative and Digital Media during the length of a 12-month fixed term contract.

Weekly hours: 35

Salary: £8,990 per annum

Contract: 1 Year Fixed Term (with potential for further extension)

Key Development Objectives and Responsibilities

Development objectives in the first year of employment will include:

- Learning about and demonstrating an intermediate level of proficiency in the use of HTML and CSS.
- Learning about and demonstrating a basic level of proficiency in PHP programming and Javascript programming.
- Contributing towards the design and build of WordPress websites
- Learning about the administration of website deployment
- Learning about the principles and practice of the general day-to-day management of a website
- Learning about a range of media tools and techniques used in the production of digital content for clients.
- Contributing towards the creative output for internal and client marketing campaigns.

What is a Modern Apprenticeship?

Modern Apprenticeships offer anyone aged over 16 paid employment combined with the opportunity to train for jobs across a wide range of sectors. They are an exciting way of gaining skills and qualifications that will help to start a career without having to study full-time.
APPLICANT DETAILS

FIRST NAME:                                           SURNAME:

EMAIL ADDRESS:

POSTAL ADDRESS:

TEL NUMBER:

DATE OF BIRTH (for the purposes of the modern apprentice programme):

WHERE DID YOU HEAR ABOUT THIS JOB?
PLEASE REMEMBER = ESSENTIAL (E); DESIRABLE (D)

TELL US ABOUT YOUR EXPERIENCE - Where you do not have experience, tell us what else you could bring to the job.

1. Experience of online communication tools, including a range of social media platforms (D)

2. Experience of working with information systems, databases and websites (D)

3. Experience of or interest in programming languages (D)

4. Experience of uploading and maintaining information (D)
Digital Media Apprentice

5. Experience of producing visual or written content (D)

TELL US ABOUT YOUR SKILLS

1. Good organisational skills (D)

2. Good Level of IT skills (E)

3. Ability to work as part of a small team (D)

4. Attention to detail (E)
5. An interest in digital technology and a willingness to learn and do a good job (E)

6. An interest in design

7. Adaptability and flexibility

8. Good written and oral communication skills (E)
Anything else you would like to tell us about you? Why did you apply for the role?

PLEASE RETURN THIS COMPLETED APPLICATION FORM BEFORE 18th OCTOBER TO:
Hunter Davies Ltd
2 Skinidin
Dunvegan
Isle of Skye IV55 8ZS
or email to: isabelle@hunterdavies.com