ROLE PROFILE AND PERSON SPECIFICATION

Company Name	Ealing Council – Culture and Public Health teams
Location:	5th Floor Perceval House, 14-16 Uxbridge Road, W5 2HL
Employer Description	Local Authority
Position Title	Creative Health Apprentice
Age	16+
Apprenticeship Standard	Level 3 Business Administration - Learning agreement of 18 months (fixed term contract)
Annual Training Allowance	£28,196.21. based on real living wage for London. Including a 6-month probation period, with three reviews at month 1, 3 and 5.
Hours of work	35 hours per week. 09:30 – 17:30 (Inclusive of 7 hours of studying per week) Monday to Friday with 1hr lunch break. Some out of hours work, such as evening and weekend events, may be necessary. In these instances, time will be allocated in agreement by the manager.
Annual Holiday Entitlement	Annual Holiday Entitlement: 25 days paid holiday per year, plus 3 additional days (to cover Christmas and New Year)
The Role	Are you interested in working for a local authority? Are you passionate about arts, culture, heritage and communities? Do you want to be part of a new approach for culture in the borough? This is an exciting opportunity to join Ealing Council as the Creative Health Apprentice. Creative Health involves creative approaches and activities that prevent ill-health, including mental health, and promote health and wellbeing. It aids the management of long-term conditions, treatments, and recovery across the life course. initiatives can also help strengthen social cohesion and reduce health inequalities across communities. This new role will work within the Culture team, as well as closely with Public Health, to support the implementation of a new Creative Health approach within the Borough. The role will include working on the Mauveine Line, a new heritage, culture and wellbeing trail celebrating Ealing's canals and waterways, which was recently awarded £230K+ from National Lottery Heritage Fund. The role will also support Healing Ealing, a pilot creative health programme taking place at Perceval House and across Ealing Libraries, focused on delivering creative workshops to improve residents' wellbeing. These projects will inform a new Creative Health approach with the borough. Central to this role will be the collection of health and wellbeing metrics, residents feedback and detailed case studies; this evaluation will be key for both the NLHF reporting and to support future Creative Health projects. You will work with experienced team members on the administration and delivery of these projects, ensuring all work is prioritised and processed efficiently and in accordance with deadline, and enabling the directorate to deliver commitments to improve the lives of residents.

Responsibilities	• Providing project support on Mauveine Line and other projects relating to Creative Health and Wellbeing in the Culture team. This includes but is not limited to: • Co-ordinating and providing support for workshops and events as part of Mauveine Line projects • Supporting Healing Ealing programmes at Perceval House and across Ealing Libraries. • Supporting open call processes for Creative Health commissions. • Capturing feedback and evaluation on health and wellbeing, and social value, metrics of creative projects. • Engaging with communities, external organisations and volunteers and setting up lines of communication for project updates. • Assisting the Culture and Public Health teams in scoping Creative Health and Wellbeing offer across the borough. • Attending training in Creative Health and Wellbeing where necessary. • Setting up spreadsheets using Excel and using databases to maintain and monitor information and records relating to evaluation of projects. • Organising meetings with internal and external stakeholders and taking minutes at meetings. • Producing basic documents, include research reports, using Word and designing documents in Excel. This may also involve using AI tools. • Create presentations in Powerpoint for a range of audiences, internal colleagues, external stakeholders and businesses. • Collating, and distributing information or material to internal and external stakeholders where necessary. • Ensure that good practice, customer care, and health and safety are fully blended into day-to-day activities. • Online filing, printing and photocopying, including confidential information ensuring efficient retrieval of files. Ensure that confidential information is handled, transmitted and stored securely. • Provide cover for core tasks for their manager during leave and absence.
Skills and abilities	1. Strong and demonstrable interest in culture, the arts, heritage and creativity 2. Interest in engaging with communities and in the potential of Creative Health and Wellbeing to improve residents' lives 3. Good communication skills with clear spoken and written English 4. Able to work as part of a team, working flexibly, asking for and giving support as needed 5. A keen willingness to learn about different workstreams and work collaboratively with other Council teams. 6. Able to understand the importance of confidentiality within the workplace 7. Able to deal professionally in all forms of communication (internally and externally) 8. Able to deal with difficult situations, seeking assistance where necessary 9. Able to deal with complex, challenging and sensitive work 10. Able to follow instructions and work to deadlines 11. Accurate with excellent attention to detail 12. Good knowledge of Microsoft office (specifically Word, Excel and PowerPoint) and social media platforms. 13. Able to use initiative and prioritise own workload 14. Aware of equality and diversity and health and safety 15. Able to understand the importance of being punctual

Values & Behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they'll do on time • Is open and honest • Treats all people fairly	Ambitious and confident in leading partnerships Offers to share knowledge and ideas Challenges constructively and respectfully listens to feedback Overcomes barriers to develop our outcomes for residents	Tries out ways to do things better, faster and for less cost Brings in ideas from outside to improve performance Takes calculated risks to improve outcomes Learns from mistakes and failures	Encourages all stakeholders to participate in decision making Makes things happen Acts on feedback to improve performance Works to high standards

<u>This position requires Enhanced Vetting</u>