

Communications Assistant (Apprentice)

Job Description

East of
England
COOP

The purpose of your role in our co-op

As the Communications Assistant (Apprentice), you will provide practical and administrative support to our Communications team, with a primary focus on external communications. You will help plan, prepare and deliver communications across media, digital, social and corporate channels, while developing your skills and experience through your apprenticeship. Working closely with colleagues across Communications, you will support content creation, media monitoring, campaigns, events and day-to-day coordination, helping us share engaging, accurate and consistent stories about our co-op and the communities we serve.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in our collective vision to be the best at what we do in the East of England.

The Team you are joining

The Communications Team plays a vital role in shaping our organisation's reputation and engaging stakeholders both internally and externally. We create strategic, high-quality communications that align with our business goals, ensuring clarity, consistency, and impact across all channels.

Things you need to know

This role may require you to work outside normal business hours, including evenings and weekends, to support communications activity, corporate events and colleague engagement activities.

You may be required to participate in an on-call rota to provide out-of-hours communications support.

A full UK driving licence is required for this role, as there may be a need to travel to events, meetings and other locations as part of your role.

This is a hybrid-working position which will require you to adhere to our hybrid working policy and procedures.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at the time of advertisement and is subject to change.

The skills we are looking for

- Communication
- Teamwork
- Adaptability
- Technical proficiency
- Customer focused
- Interpersonal skills
- Data interpretation
- Project management

Your reporting lines

Location

Ipswich, IP9 2BJ

Department

Central Support Office,
Communications

Reports to

External
Communications Leader,
Jake Hammond



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.



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Apprenticeship & Commitments

- Course Length – Min. 12 months
- Learning – One day per week, 4 days in office
- All applicants must hold minimum Level 2 English and Maths or equivalent qualifications

What you will be working on at our co-op

1. Support Communications Delivery

Provide practical and administrative support to help plan, prepare, schedule and deliver communications across external, digital, social and corporate channels.

2. Create and Prepare Content

Assist with drafting, formatting, proofreading and preparing engaging communications content, developing your skills and confidence through practical experience.

3. Support Media & Communications Activity

Assist with media monitoring, research, maintaining media information and tracking communications activity to help the team understand and respond to coverage.

4. Support Campaigns & Events

Contribute to communications campaigns, projects, corporate events and colleague engagement activities, helping ensure activity is well organised and delivered effectively.

5. Develop & Contribute as an Apprentice

Work collaboratively with the Communications team, provide day-to-day administrative support and actively develop your knowledge, skills and confidence through the apprenticeship programme.

This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.

Our Values

At our co-op, we live by a set of five values. What's important to remember is that your behaviours reflect our values in whatever task you're performing.



To find out more about our values, visit www.eastofengland.coop/careers/our-values