

## **Press & PR Apprentice**

This is a fixed term position until January 2026

Closing Date: 16<sup>th</sup> September

Interviews: w/c 23<sup>rd</sup> September

Salary: £22,011

### **Key responsibilities**

- Work closely with the Audiences team to deliver innovative PR campaigns to communicate the aims and activities of Bradford 2025 to the media.
- Help deliver media and PR events and activities including press launches, interviews, photo-calls and media trips.
- Deliver on-the ground co-ordination of press activity including running press desks.
- Contribute to internal communications as required, including the development and distribution of the weekly internal newsletter.
- Maintain press area of the Bradford 2025 website, the organisation's media library and ensure distribution to appropriate press contacts.
- Maintain accurate contacts and lists within the media database.
- Monitor Bradford 2025's presence in the media, and relevant sector-wide news and developments, ensuring systems are in place for accurate reporting.
- Prepare and circulate media reports for a variety of stakeholders.
- Providing administrative support for financial processes including efficient and accurate raising purchase orders, processing of invoices and reconciliations.
- Maintenance of department filing and calendar systems.
- Booking hotel and travel for media & photographers.
- Overseeing the press inbox, ensuring enquiries are dealt with in a timely fashion.

### **Press Assistant Person Spec**

- Interested in a career in media, fundraising and/or the creative sector
- Strong written and verbal communication skills
- Ability to manage multiple priorities and meet deadlines
- Have a positive attitude and a willingness to learn
- Have good attention to detail
- Flexible approach to work with ability to attend evening and weekend events as required
- Live in or have a demonstrable strong knowledge of Bradford



**BRADFORD 2025**  
UK City of Culture

**Benefits include:**

- Salary of £22,011 per year.
- City Centre based location, with opportunities to work across the district.
- 37 hours per week – Monday to Friday on a rota between the hours of 9am and 6pm. Some shifts may include evenings and weekends between the hours of 9am and 8pm.
- 25 days holiday per year plus bank holidays
- Confidential employee assistance helpline.
- Contributory pension scheme – employee 3%, employer 5%
- Death in Service cover of 2 x annual salary.
- A range of discounts with high street providers.

**We expect everyone in our team to:**

- Develop an understanding of Bradford City of Culture 2025, our values, and the benefits we bring to the Bradford District and to funders and sponsors.
- Create a positive working environment, underpinned by our values.
- Act as an ambassador for Bradford City of Culture 2025.
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability.
- Be accountable for the safety of yourself and others by working safely and in accordance with our Health & Safety and Safeguarding Policies.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, in line with the general level of responsibility of your position.

We're committed to ensuring that everyone feels accepted and can be their true selves at Bradford 2025 and we want our team to reflect our district. We believe that diversity in our team is crucial to our success, so we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an equal opportunity workplace and our ambition is to recruit and retain the best people regardless of background.

If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best. Big or small; just ask and we'll see what we can do.

To apply for this role please follow the link to the application form on our website.