



PEOPLE & CULTURE ADMINISTRATIVE APPRENTICE

We are the behavioural planning agency.

At the top, where it should be:

At Total Media we are committed to Diversity & Inclusion and providing equal opportunities for everyone. We are dedicated to ensuring our processes are free from any form of discrimination or bias, right from the application process to life as part of the Total Media Team!

A bit about us

Total Media is a leading independent and international media agency that connects people to brands. Our media strategies are based on people's behaviours – understanding how audiences think, feel and act – so that we reach them contextually, during the moments that matter.

We work across the full spectrum of media planning and buying, with fantastic media teams dedicated to client servicing, broadcast, publishing, digital, data and content production. We also have several talented operational teams at Total Media who keep everything running smoothly.

The role

We are looking for a diligent and enthusiastic person to join our close team of three, providing key administrative support for our People & Culture department. As we are looking for an apprentice, the successful candidate will be given 20% of their working hours to dedicate to their studies.

What we're looking for

This is an ideal opportunity for someone enthusiastic and organised with great interpersonal skills who enjoys solving problems and getting stuck in.

This role will provide crucial support to the day to day running of the People and Culture Team and the successful candidate will provide administrative support across a wide range of projects.

Timekeeping, organisation and attention to detail will be key to this role. You will be building strong relationships with people at all levels across our UK offices, so strong communication skills are essential. You will also be privy to some sensitive information and employee data, therefore discretion and professionalism is a must.

Meet the hiring manager

Having started out at Total Media as an apprentice herself, Kitty is now working as our P&C Advisor and is looking for someone to assist with many important administrative tasks and the delivery of some projects.

As this is an entry level role, we know experience isn't everything but we really want to meet candidates who are organised, meticulous and above all enthusiastic!



KITTY MUNRO
PEOPLE & CULTURE ADVISOR

Key Responsibilities

Recruitment

- Managing Gmail careers inbox
- Assisting P&C Advisor with job postings
- Drafting Offers
- Referencing
- Welcome emails
- Arranging P&C inductions

Learning & Development

- Sending training calendar invites including remote set up
- Recording training attendance
- Assisting P&C Advisor on arranging external training
- CPD diary administration and reminders
- Collecting testimonials following training for CPD Gold

Iris HR Management System

- Regularly checking and updating employee information
- Setting up new starters on the system
- Adding details of leavers
- Scanning and updating employee paperwork (remotely & in office)

Other

- Arranging exit interviews with the CEO
- Assisting our marketing department with award entries
- Assisting on drafting contracts
- Assisting the P&C Advisor with the delivery of some projects, such as AdUnlocked
- Taking ownership of the company Organogram
- Answering general HR queries where relevant

Our Values

**WE VALUE
INDEPENDENCE
& Individuality**

The way we trade, how we work and the partners we work with means our clients stand out from the crowd and shine.



**WE ARE
ADVENTUROUS**

Bring it on! We're bold with our decisions, we try new things and we push boundaries.



**WE
ACT WITH
INTEGRITY.**

We do the right thing – even when nobody is looking.



**WE ARE
A TEAM.**

We enjoy what we do and have fun doing it together!



The benefits

Pension

Once you've been with us for 3 months you'll be enrolled into our pension scheme. We'll match your contributions up to 5%.

Private Medical Insurance, healthcare and life assurance

When you've passed your probation, you have the opportunity to use our private medical insurance, healthcare and life assurance schemes.

Referral scheme

Know a fantastic candidate for Total Media? We pay a bonus of £1,000 to any eligible member of staff who introduces an applicant who is employed as a result.

Interest free season ticket loan

Travel costs can be eye-wateringly expensive. We can provide you with a season ticket loan once you've passed probation.

Holiday entitlement

Your holiday entitlement will be set out in your contract, and once you've worked with us for over 12 months, you'll also get a day off for your birthday.

Charity/Volunteering entitlement

We think people who volunteer their time for charitable causes deserve a little recognition. We give staff a "charity day" off for charitable work. We also give all staff an extra 'charity day' to be used supporting our partner charity – Young Westminster Foundation.

IPA Qualification Support

The Institute of Practitioners in Advertising run various qualifications throughout the year, both online and offline. We support our members of staff in obtaining these qualifications in every way we can.

Mental Health Support

We have a dedicated team of Mental Health First Aiders across our offices who are always on hand to support our people. We also have multiple external Mental Health resources that our employees have access to.

- + Flexible working based on core hours of 10am-4pm
- + Agile working including hotdesking and working from home opportunities
- + Fantastic training programme including inspirational talks organised by our CEO, Guy Sellers
- + Subsidised activities and trips from the agency's resident social club, The Fun Factory (including office drinks on a Friday, quiz nights and sponsoring team events)
- + A walking weekend away each year
- + Brilliant Summer and Christmas parties
- + Wellbeing Wednesdays (offering initiatives like spending time with dogs from a local charity, reiki sessions and free healthy food)
- + Free fruit
- + Introductory bowling trip with our Chairman and CEO

Life at Total Media



Total Media employs over 120 people: here we are at one of our annual Christmas parties, which are always legendary.



Our CSO, Lucas Brown organises a walking trip every year which is always good fun!



Work hard, play hard. There are numerous opportunities to get involved in sporty pursuits.

The office



Our beautifully bright Head Office is situated in the heart of Soho! We also have offices in Manchester and Solihull!