

**Work Experience Role Description – Project Support  
at Middlesbrough Environment City**



Middlesbrough Council work placements, and those of our partners have been developed to support residents from a range of backgrounds and levels of ability.

**Role:** Project Support

**Purpose of Post:** To provide business support to MEC team

**General Duties:**

- deal with questions on the phone, by email and on social media
- greet visitors at reception
- type letters, reports and other business documents
- update computer records
- print and photocopy items
- order office supplies
- set up meetings and take notes during them

**Experience and Skills you will gain:**

**Other Responsibilities:**

- All candidates are expected to demonstrate a commitment to the principles of equality and diversity. Treat others with Dignity and Respect
- All candidates are expected to respect all confidentiality and principles and practice of GDPR
- All work experience candidates are required to comply with Health and Safety policies and legislation.

**Days/times required:** TBC

**Duration of the Placement:** TBC – Max 8 weeks

**DBS required:**

**Signed:**

**Date:**