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| **Guidance** | |
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| A template must be completed for each Job Placement role that is being offered. For example, if the 30 Job Placements are split across two roles, clerical assistant and retail assistant, you need to complete two templates. | |
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| DWP Bid Unique Identifier | To be completed by DWP only. |
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| Job Placement title | Enter the title of the Job Placement you wish to fill. |
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| Job Placement summary | Enter a description of the Job Placement. Include details of the main responsibilities of the role and the key activities that will be carried out. |
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| Skills, experience and qualifications | Enter details of any skills, experience or qualifications that are preferred or required for the role. For example, a driving license. |
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| Job category | To be completed by DWP only. |
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| Number of hours per week | Enter the number of hours per week. |
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| Working pattern and contracted hours (including any shift patterns) | Enter the working pattern. |
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| Hourly rate of pay | Enter the hourly rate of pay. If this will be the national minimum wage enter the wording: National Minimum Wage   See www.gov.uk for further information on the National Minimum Wage. |

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| Details of employability support (training opportunities/mentor) | Kickstart participants must be provided with support to improve their employment prospects to help them move into long-term sustained employment. Describe what support will be offered. This may have been included in your application to Kickstart.  Note: If this is being provided by an intermediary body you should enter this here. |
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| Company name | Enter the company name for the Job Placement. |
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| Using the table please provide details for each Job Placement by location.   If there is one location complete the first line only. | The employer Job Placement reference number (where applicable).  The location and address where the Kickstart participant will be working.  The contact details for each Job Placement.  The preferred method that the applicant should contact you to apply, such as: email address for CVs, link to access an application form on your company's internet site, contact number and times to call if the application is to be made via telephone.  The number of Job Placements per location.  The maximum number of applicants you want DWP to refer to you.   If known, indicate if public transport is available.   If known, enter the anticipated start date/s. |
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| Closing date for applications | Enter the final date that you want to receive applications. |

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| **DWP Bid Unique Identifier** |  |
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| **Job Placement title** | Community Foundation –Assistant Community Coach (x2 roles) |

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| **Job Placement summary** |
| Utilising funding provided by the new Government Kickstart Scheme Scunthorpe United CSET will create a new 6-month job placement for a young person who is currently on Universal Credit and/or at risk of long-term unemployment.  The new Community Coache will be key to success and growth of the Community Trust. Allowing the new charity to expand operations and continue to deliver high quality school-based and community sessions.   The new coache will be accountable for the welfare of children and vulnerable adults under their responsibility in line with the Foundation’s Safeguarding Children and Vulnerable Adult Policy.  We also expect individuals to embrace equality, diversity and inclusivity in order to facilitate a consistent, co-ordinated and embedded approach to fairness and opportunity across the Trust.  This role will be undertaken for an initial 6 months, with the potential for this to become a full time role.  **Main tasks:**     * To assist and deliver coaching sessions that are participant-centred, structured, progressive, fun and of a high quality. * To undertake the necessary planning for each activity session to ensure the programme demonstrates progression throughout * To continually monitor and evaluate all sessions, activities and programmes. * To adapt sessions to cater for different ranges of ability and development age. * To undertake administrative tasks associated with the post, including planning sessions, taking registers, consent forms and contacting clubs and schools. * Work in a range of community settings, ensuring programmes meets the needs of participants * To provide appropriate mentoring, support, guidance and advice to other coaches, teachers and volunteers. * To be a positive role model at all times. * To ensure all equipment associated with the coaching programme is correctly set up, maintained, stored and returned on completion of the coaching programme. * To build relationships with partners such as schools and clubs, and liaise with them to ensure they remain happy with the coaching service provided. * To be engaged with own continuous professional development (CPD) and attend relevant training courses to improve their coaching delivery, as agreed by line manager. * To be familiar and comply with Community Foundation health and safety regulations and to undertake activity/venue risk assessments prior to all sessions, and report and record incidents/accidents/hazards. * To respect the rights of all participants and ensure that their well-being and safety are considered at all times. * Any other duties as requested by the trustees Community Trust. * Take an active role in any other duties required to deliver the outcomes and targets of Community Foundation |

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| **Essential skills, experience and qualifications** | **Knowledge & Experience**  UKCC Level 1 Coaching Qualification (desirable, could be achieved in the first weeks of employment)  UKCC Level 2 Coaching Qualification (desirable)  Some experience of planning and delivering coaching sessions  **Other Requirements**   * A willingness to learn and develop as an individual, through CPD (essential) * A passion for the work of the foundation and club (essential) * Access to a vehicle (full driving license) (desirable)   **Safeguarding**   * To have due regard for safeguarding and child protection policies, including the welfare of children and young people * All new employees are subject to DBS checks, with our safeguarding officer. |
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| **Job category (DWP use only)** |  |
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| **Number of hours per week** | 25 hours per week |
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| **Working pattern and contracted hours (including any shift patterns)** | Working days can be flexible, it is expected that there will be the opportunity for remote working. |
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| **Hourly rate of pay** | In line with current levels of minimum wage, for example pro rata based on 25 hours per week as of April 2020;  Age 21 to 24 - £10.660  Age 18 to 20 - £8,385  21 to 24 - £8.20 per hour 18 to 20 - £6.45 per hour |

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| **Details of employability support (training opportunities/mentor)** |
| Kickstart participants will receive the same level of support as any other member of staff at the Community Trust/Club. This will include, but not be limited to;   * Needs analysis, looking at areas the individual will want to develop and improve * CPD undertaken as a mandatory element, including Safeguarding, but also awards and qualifications linked to the sector * Regular reviews with manager * Appraisal after 3 months * Employability skills and job readiness coaching   If the role continues after the 6 month placement, the individual will receive a guaranteed interview |

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| **Company name** | Scunthorpe United CSET |
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| **Closing date for applications** | 9TH July 2021 |

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| Using the table on the next page please provide details for each Job Placement by location. |

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| **Employer Job Placement reference (where applicable)** | **Job Placement location and address (including post code)** | **Contact details for the Job Placement**  **Name**  **Email address**  **Telephone** | **How to apply for the Job Placement** | **Number of Job Placements at location** | **Maximum number of referrals per Job Placement** | **Is public transport available? Yes/ No/ Don't know** | **Anticipated start date/s (if known)** |
| Coach | SUFC  Sands Venue Stadium  Jack Brownsword Way  Scunthorpe  DN15 8TD | Gav Cooper  [g.cooper@scunthorpe-united.co.uk](mailto:g.cooper@scunthorpe-united.co.uk)  01724 705010 | Email cv and covering letter to g.cooper@scunthorpe-united.co.uk | 1 | 20 per position | Yes | Start (if possible) W/C 19th July, subject to references and DBS checks. |
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