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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 | Assistant Groundsman |

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| Job Placement summary |
| To assist in the preparation and maintenance of all the Speedway Ground..   * Assisting to help to keep the venue tidy and all maintenance. * Duties include cutting grass area. * Assist and provide insight to look at Maximising the Spends available for the complex in regular meetings with the Head Grounds man. * Help prepare racetrack for meetings. * Keep surrounding areas tidy daily. * Maintain the machinery that is on site. * Wear all Personal Protective Equipment provided and work within all Health & Safety guidelines and in a manner not to cause injury or harm to yourself or anyone else, or the property of the club. * Represent and promote the Company in a positive and professional manner at all times * Any other duties pertaining to the position as reasonably requested by the staff. * Attend staff training e.g. inductions, equipment use, equipment maintenance, chemical handling as and when required and in line with current guidelines or legislation and company procedures * Attend meetings and communicate with the staff. * Ensure that records are completed of all relevant checks and inspections carried out, and stored accordingly. * Act at all times with utmost good faith to the Club and the Company * Devote full attention and ability to the fulfilment of the duties required by the role |

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| Essential skills, experience and qualifications | Experience using cylinder, rotary mowers, and tractors (desirable)  Must have a good work ethic and the basic skills of a groundsman.  Adaptable to changing working hours |
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| Job category (DWP use only) |  |
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| Number of hours per week | 25 |
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| Working pattern and contracted hours (including any shift patterns) | Usually Monday – Friday AM, must be willing to work weekends and racedays |
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| Hourly rate of pay | National Minimum Wage |

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| Details of employability support (training opportunities/mentor) |
| 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    Kickstart participants will receive the same level of support as any other member of staff at the foundation. 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 Untied CSET/ Eddie Wight Raceway |
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| Closing date for applications | 9th July |

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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) |
|  | 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 | 10 | Yes | Start (if possible) W/C 19th July, subject to references and DBS checks. |
|  | Eddie Wright Raceway  Normanby Road  SCUNTHORPE  DN15 8QZ | Gail Godfrey  [gail.godfrey@btconnect.com](mailto:gail.godfrey@btconnect.com)  07549227222 | gail.godfrey@btconnect.com | 1 |  | NO |  |
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