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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 | Media & Communications Assistant – SUFC Trust/Speedway |

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| Job Placement summary |
| **Purpose of the Role:**  To assist the Community Trust/Speedway Club in effectively promoting and marketing its’ activities.  The post holder will have good verbal and writing skills, and be expected to support the co-ordination of messages through different social media channels, web site platforms and e-communications  **So What Will you be Doing?**   * Support the development and delivery of the Community Trust/Speedway Clubs Marketing and Communications plan. * Support and deliver the social media plan to existing and new customers and other stakeholders. * Evaluate and provide regular reports on the effectiveness of digital marketing activities. * Prepare and develop email marketing campaigns to customers, prospective customers and other stakeholders. * Support the development of social media, web site platforms and e-communications   **So What Do You Need to Be and Have?**   * Experience of using social media platforms and well as good writing skills. * Good IT skills including working knowledge of the following: Microsoft Office 365 and email software * Good communication skills with the ability to deal with people at all levels. * Willingness to work across the various project teams offering excellent customer service skills – with the ability to recognise the needs of the team’s customers. * Creative approach to reaching audiences, with the ability to recommend modern and innovative solutions. * Ability to work collaboratively across all areas of the Trust/Speedway Club to the professional level required by the charity and its stakeholders |

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| Essential skills, experience and qualifications | Some experience of working within Communications or Marketing teams. (Desirable)  Some experience or interest in graphic design packages (e.g. Adobe Photoshop; Adobe Acrobat). |
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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) | Ability to work varied hours including evenings and weekends |
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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 United CSET/ Eddie Wright Raceway – Speedway Club |
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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) |
|  | 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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