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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. |
|   |   |
| Job Placement title | Enter the title of the Job Placement you wish to fill. |
|   |   |
| 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.  |
|   |   |
| 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. |
|   |   |
| Job category  | To be completed by DWP only. |
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|   |   |
| Number of hours per week | Enter the number of hours per week.  |
|   |   |
| Working pattern and contracted hours (including any shift patterns)  | Enter the working pattern. |
|   |   |
| 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. |
|   |   |
| 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 | NCS Assistant Coordinator |

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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 NCS Assistant Coordinator will be key to success and growth of the Community Trust. We are looking for an individual who can display and adhere to the values that underpin the Foundation's way of working. We expect them to be Passionate, Trustworthy, Considerate, Flexible and Progressive.***To assist NCS Officers in the planning and delivery of the National Citizen Service Programme across …. and surrounding areas.**** To assist NCS Officer in the recruitment of young people onto the local programme using a variety of mechanisms such as digital school/college forums, face to face events such as tutor groups, lunch stalls, careers events, parents evenings etc
* To assist with the recruitment and induction of appropriate staff and volunteers to ensure quality delivery is maintained and provide appropriate training and support.
* To market the NCS opportunity through schools and colleges; use of existing forums and mechanism – eg, match day programmes, websites and on - going youth activities; and identification of innovative ways to attract young people.
* To assist the NCS administration officer with the inputting of data onto the relevant IT data systems.
* To assist NCS officer with the Local Action Group.
* To ensure appropriate safeguarding and health & safety practices are implemented and followed throughout the programme for all local activities.
* To comply with the Trusts policies and procedures to ensure the safety and wellbeing of participants at all times.
* To comply with the agreed funders terms and conditions.
* To undertake other such duties commensurate with the post, as may be required from time to time.

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| Essential skills, experience and qualifications | Experience/Knowledge-Experience in working with young people in educational environments -Organisation of activities -Experience of working with young people in non traditional settingsA 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 |
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| Working pattern and contracted hours (including any shift patterns) | Flexible working, primarily Mon – Friday but some weekend work may be required. |
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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 - £10.660Age 18 to 20 - £8,38521 to 24 - £8.20 per hour18 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 PlacementNameEmail addressTelephone | 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) |
|  | SUFCSands Venue StadiumJack Brownsword WayScunthorpe DN15 8TD | Gav Cooperg.cooper@scunthorpe-united.co.uk01724 705010 | Email cv and covering letter to g.cooper@scunthorpe-united.co.uk |  | 20 | Yes | Start (if possible)W/C 19th July, subject to references and DBS checks. |
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