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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** | Office Assistant |

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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 Office Assistant will be key to success and growth of the football club. 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.  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 club.  This role will be a fixed term for an initial 6 month contract, with a view to make this a permanent position.  **Main tasks:**  To assist with the day to day running of the office as well as provide general administrative and support to the General Manager and Club staff.  **Specific:**  - To assist with the day to day running of the office  - Providing administrative support for the club staff where applicable  - Dealing with and responding to enquiries in person, over the phone and via the internet  - Support the Club staff in regards to HR, Safeguarding, Equality & Diversity and Health & Safety responsibilities.  **General:**  - Carry out duties in accordance with all relevant company policies, including, but not exclusive to, the Health and Safety at Work Act, Code of Conduct, Safeguarding Policy, Diversity & Equality Policy, Equal Opportunities Policy, Financial Regulations Policy & Social Media Policy;  - Act with utmost good faith to the Club and any other linked organisation;  - Devote full attention and ability to the fulfilment of the duties required by the role, plus any other duties as reasonably requested by a member of the management staff;  - To work closely with partner organisations, to maintain good relationships and collaborative working practices;  - To work with colleagues throughout the foundation and club to extend knowledge and skills in order to identify and develop best practice;  - Deal with enquiries and general day-to-day liaison with customers, colleagues and partners;  - Carry out general office duties including data recording, filing, photocopying, sending and receiving emails;  - Active participation of continuing professional development and the appraisal processes;  - To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job;  - Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always;  - To cover as and when required at other departments within the Club;  - To safeguard and promote the welfare of all children, young people and adults at risk;  - To be vigilant and support all safety and security operations;  - Promote the brand identity and increase clubs fanbase throughout; |

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| **Essential skills, experience and qualifications** | **Knowledge & Experience**   * Educated to NVQ level 3 (or equivalent) or able to operate at Certificate of higher education level (desirable) * Other office based awards, qualifications. E.g. Customer Services (Desirable)   **Skills and competencies**   * Must be a consistent team performer and able to forge excellent working relationships with team members, partners and the general public * Have a polite and courteous manner and a personable approach * Energetic and forward thinking * Willing to work in high pressure situations * Confident, positive and happy speaking/interacting with people * Be organised and have good time management skills * Reliable and dependable at all times * Honest, reliable and trustworthy * Close attention to detail with an ability to work under pressure * Proficient in use of Microsoft Office systems eg Office, Excel, Access and Powerpoint or equivalent system   **Other Requirements**   * A willingness to learn and develop as an individual, through CPD (essential) * A passion for the work of the Foundation (essential)   **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, including matchdays. |
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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)** |
|  | 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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