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| **Kickstart Scheme jobs template**  We want to use the opportunities offered by employers joining the scheme to help as many young people as possible by continuing to offer Kickstart Scheme jobs to eligible young people and for final job starts by 31 March 2022. This will allow us more time to work with employers to fill jobs and help young people find a job that is right for them.  The final date for all job templates to be returned for new vacancies is **21st January 2022**.  Email your templates, as a **Word file**, to: **[Kickstart.plus@reed.com](mailto:Kickstart.grantapprovalteam@dwp.gov.uk)**  We will email to let you know when your vacancies are live on the DWP system.  DWP work coaches will share details of your Kickstart Scheme jobs with candidates. We will also advertise them for you on 'Find a Job'. [https://www.gov.uk/find-a-job. Advertisement of Kickstart Scheme vacancies on ‘Find a Job’ will end on **1 March 2022**.](https://www.gov.uk/find-a-job.)  You can advertise vacancies yourself on other websites, but all jobs must receive an introduction through a DWP work coach to receive full funding. Please use the same reference number from the JPT on your external advertisement to enable us to find the job when a customer contacts us.    **Completing the template**  ALL sections highlighted in yellow must be completed otherwise we are unable to submit your application to DWP  Please do not use acronyms when completing this document. |

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| **Kickstart Scheme Application ID** (10 characters beginning with KS) | **KS882DA9C3** |
| **Job reference** (no more than 12 characters) | N/A |
| **Job vacancy title** |  |
| **Company name** |  |
| **Company postcode** |  |

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| **Job summary**  Use plain text only.  Summarise the job, to give an overview of the main responsibilities and key activities that the person will be carrying out.  It is not necessary to give lots of background about your company.  If the job is homeworking, please specify:   * if there will be a requirement to attend a work location during the 6 months of employment * the address and postcode of the locations they will be required to attend * how often they are expected to attend these locations |
| (Maximum 500 words) |

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| **Essential skills, experience and qualifications**  Use plain text only.  Are there any essential skills, experience or qualifications the person needs to do this job?  • Is this a suitable entry level vacancy?    • Vacancies which require a high level of experience / qualifications mean they are not suitable as entry level positions for  16-24 year olds, for example, vacancies that require: -  extensive experience  specialist qualifications/certification  specialist card holders, eg, CSCS, ECS, CPCS etc    • Vacancies may also be unsuitable because of a specific requirement the employer has asked for, e.g. driving licence or  previous experience, in which case you should consider the possibility of removing the specific requirement.  For example,  Social Media Assistant with experience  Trainee Scaffolder with a driving licence |
| (Maximum 250 words) |

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| **Hours per week** This should be a minimum of 25 hours per week on average each month**.DWP funding is only available for a maximum of 25 hours per week**  Only enter whole hours (for example, do not put 25.5) | **25** |
| **Working pattern**  For example, 9am to 1pm, Monday to Thursday.  Include any shift patterns.  (Maximum 100 words) |  |
| **Hourly rate of pay**  £ per hour or ‘national minimum wage’  **Does the vacancy provide a rate of pay equal to, or more than the National Minimum Wage depending upon the age?**  See www.gov.uk for further information on the National Minimum Wage. | NMW |

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| **Employability support**  Use plain text only.  As part of your agreement, Kickstart Scheme participants must be provided with support, to improve their employment prospects and help them move into long term sustained employment.   1. How will you help the young person manage their timekeeping and attendance? 2. How will you help to develop the young persons teamwork and communication skills? 3. What training will the young person receive as part of the role? 4. How will you help the young person improve their job prospects?   You will have already submitted this information, as part of your Kickstart Scheme application.  **Note: Please tell us if this support is being provided by a third party.** You will need to tell us:  who is providing the support  when and how often  how it will be delivered  where it will be delivered (online or at a separate location) |
| (Maximum 250 words)  Our training will be provided by REED SPECIALIST RECRUITMENT and their own in house Learning and Development team. The team have created a robust and structured 6 month auditable online training programme hosted on a dedicated portal and includes a wide and high quality range of employability skills training structured over the 6 month period –  Month 1 – Company Induction/ Personal/Business Goals  Month 2 – Job Searches and applications  Month 3 – CV writing and Interview Skills  Month 4 – Communication and interpersonal skills  Month 5 – Teamwork, Wellbeing, Time Management  Month 6 - Mock Interview, end of programme report, next steps  The above programme of learning is currently used widely in schools as a Virtual Work Experience training initiative  The Kickstarter will be supported by a dedicated Learning Mentor who will provide welcome instructions and ongoing support and guidance as well as a formal monthly review each month over 6 months and a final record of achievement.  In addition, the Kickstarters will have access to the REED website which hosts a variety of information and downloadable resources to support the unemployed and those looking for new jobs including Personal Effectiveness and Presenting skills.  REED will also be offering the Kickstarter support to seek long term employment through their own job site through many of the companies they represent  Reed outline the criteria for the Kickstart Scheme to all prospective employers who express interest in working with us and this is contained within email, MS Forms and a web page with embedded advice and guidance - Get Access to £2bn Kickstart Scheme with REED | REED (reedglobal.com). Within our advice, we include links to the .gov.uk site such that the advice is reinforced by giving each employer direct access to the relevant areas of the Kickstart Scheme pages.  The form we ask employers to be submitted to Reed asks specific questions around the vacancy and asks for a signed declaration from the employer to confirm that any Kickstart vacancy has:  1. Been created specifically for the Kickstart Scheme  2. Will not replace existing employees  3. Will not replace employees who are redundant or furloughed  4. That each placement must last for 6 months  We ask each employer about where the Kickstarter will be working, and whether there are any health and safety issues that we need to be aware of. Acknowledgement that direction and control of the Kickstarter will be the host employer’s responsibility. |

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|  | **If your vacancies are in more than one location, please complete a separate row for each** | | | | | | | | | |
| **Where is this job based?**  **State whether it is:**  **- Home working**  **- Office-based**  **- Field-based / travel**  **- Combination (home/office/field)** | | **No of jobs at this location** | **When do you want to start advertising this job?** | **Maximum number of referrals** **you wish to receive per job** | **Is public transport available** **to this location?** | **Full address and postcode of the job location**  **If homeworking, enter ‘home-based’.** | **Contact name, email and phone number** for this job  Please include all 3 as this will help to speed up communications | **Closing date for applications** | **How to apply (REED USE ONLY)** | **Anticipated start date** for this job |
|  | |  |  | **50** |  |  |  | **1st March 2022** |  |  |
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November 2021  
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