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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. Please do not use acronyms when completing this document. | |
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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. Please do not use bullet points for this information. Max Character Limit of 4000 |
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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. Please do not use bullet points for this information. Max Character Limit of 2000 |
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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. Only enter a 2 digit number (Minimum 25) |
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| Working pattern and contracted hours (including any shift patterns) | Enter the working pattern. Max Character Limit of 200 |
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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. Max Character Limit of 2000  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. Please note that this is the number of applicants DWP will refer to your placements and not necessarily how many will go on to apply.  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** | Administrator |

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| **Company name** | The National Foundation for Youth Music | |
| **Job Placement summary** (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points) | | |
| Introduction:  If you want a career working in music, charities or with young people then this is a great opportunity. The role itself will provide general administrative and project support for Youth Music, which is national charity. The job sits in Youth Music’s Grants and Learning Team. This team is responsible for managing our funding programmes and gives out over 300 grants each year to support music work with children and young people across England.  Key responsibilities:  The role will involve providing general administrative support as well as helping us to communicate about the work we fund. On the administration side, you'll learn how to support with tasks such as answering telephone and email enquiries; co-ordinating meetings, setting agendas and writing up minutes; building web pages, updating databases and updating key documents. You will liaise with Youth Music’s applicants and grantholders and get to attend project visits to see their work. You’ll also have the opportunity to set up and evaluate an event, and to be creative in sharing music and case studies from the work we fund. This might involve making playlists, reviewing music and creating social media posts.  Contract Details:  The role is based on a 25 hour contract working over 4 days per week. Youth Music has a Flexible Working Policy that allows all employees to work up to 3 days from home whilst working a minimum of 2 days in our London Office.  Holidays:  25 days plus public holidays (pro-rated for part time).  Additional benefits:  Cycle to work scheme, Critical Illness Cover, flexible working, Income protection which includes the help@hand app, offering easy access to four key support services: Remote GP, Second Opinion, Mental Health Support and Physiotherapy, Staff Values committee, and continued learning and development. | | |
| **Essential skills, experience and qualifications** (please do not use bullet points) | | You don’t need any prior experience but you do need to be enthusiastic and keen to learn! The role would suit someone who is happy doing lots of different tasks and who has good organisation skills.  The essential things to have for the role are a passion for young people and music; a keeness to learn and take on new skills; good written and verbal communication; basic IT skills (which you'd like to develop further); organisational skills; and the ability to prioritise. |
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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) | | 4 days |
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| **Hourly rate of pay** | | £10.85 per hour (living wage rate) |

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| **Details of employability support** (training opportunities/mentor) | |
| Training and support:  You will be part of a network of four Kickstart employees at Youth Music. As well as a wider group of Kickstart employees, all of whom are working in jobs in the creative sector. Through this you’ll receive regular training and networking to help you think about your next steps in employment.  Throughout your employment you will have both a line manager and a mentor that will support you through the contract. Leigh Halifax Youth Music's Office Manager will be your line manager who will help support you through the contract, engaging you in training activities and sessions that will seek to gain you deeper understanding on the sector, the role, expectations and employability skills. You will also have weekly catch ups with your fellow kickstarters to discuss what you've learned, what your tasks are and how best to action and achieve whats on your to-do list. Your mentor will be Louise Henry a Senior Grants and Learning Officer who will guide you week to week on how to perform your role to the best of your ability, offering on the spot coaching to teach you the processes and systems that Youth Music uses and support on shaping what your work week will look like.  All kickstart employees will be signed up to the upstart support program which gives access to three 1:1 coaching sessions with external coaches, three webinars and exclusive online materials and network access.  Youth Music is commited to ensuring that all employees feel supported in their role and encourage training and development opportunities that will further help their career. | |
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| Closing date for applications | 30/06/2021 |

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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)  12 Characters Max | Job Placement location and address (including post code) | Contact details for the Job Placement  Name (required)  Email address (required)  Telephone (optional) | 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) |
|  | Studio 3-5 Swan Court, 9 Tanner St, London, SE1 3LE | Leigh Halifax  leigh.halifax@youthmusic.org.uk | Webform: https://youthmusic.org.uk/apply-administrator-intern-role-youth-music | 1 | 25 | yes | 24/05/2021 |
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