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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** | Engagement Intern |

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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:  Youth Music is a national charity supporting young people’s lives in music. Equality, diversity and inclusion drive our vision and mission. We want to equalise access to music: we focus on those who would otherwise miss out because of who they are, where they live, or what they’re going through. This role is an amazing, rare opportunity to gain on-the-job training of working at a music charity, delivering funding programmes, and working on a large-scale event.  Key Responsibilities:  In May 2021, Youth Music will launch our new Emerging Creatives Fund which will offer grants of up to £2,500 to creatives aged 18-25 to support their music projects and career development. In October 2021 we will hold our annual Youth Music Awards, an event celebrating the achievements of those organisations and individuals who have been funded by Youth Music.  We are looking for someone to join our Engagement Team to support the delivery of both these exciting projects over the next six months. The Engagement Team is focused on supporting young people to enter careers in music, developing new partnerships across the music industries, securing additional funding for the charity, and running our flagship events.  Day-to-day your role will mainly consist of supporting the team with the management of our Emerging Creatives Fund including communicating with applicants and using our Salesforce database (training will be provided), as well as finding interesting opportunities and resources for the young people involved. You’ll also be supporting colleagues with work leading up to the Youth Music Awards, including contacting music companies to source prizes for nominees and winners.  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 will best suit somebody who is a good written and verbal communicator, well organised and ready to get stuck in. We’d like you to be passionate about our cause, perhaps through your own experience in music, and to have a good understanding of the challenges young people are facing in society at the moment. |
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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, qualifications 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 Domenica Simpson our Youth Engagement 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-engagement-intern-role-youth-music | 1 | 25 | Yes | 24/05/2021 |
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