|  |  |
| --- | --- |
| **Guidance** | |
|
| 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. | |
|  |  |
| 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. Please do not use bullet points for this information. Max Character Limit of 4000 |
|  |  |
| 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 |
|  |  |
| Job category | To be completed by DWP only. |
|  |
|  |  |
| Number of hours per week | Enter the number of hours per week. Only enter a 2 digit number (Minimum 25) |
|  |  |
| Working pattern and contracted hours (including any shift patterns) | Enter the working pattern. Max Character Limit of 200 |
|  |  |
| 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. |

|  |  |
| --- | --- |
| 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. |
|  |  |
| Company name | Enter the company name for the Job Placement. |
|  |
|  |
| 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. |
|
|
|
|
|  |
|  |  |
| Closing date for applications | Enter the final date that you want to receive applications. |

|  |  |
| --- | --- |
| **DWP Bid Unique Identifier** |  |
|  |  |
| **Job Placement title** | Marketing Intern |

|  |  |  |
| --- | --- | --- |
| **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:  We’re looking for a Marketing Intern who’ll play a key role in bringing our newly defined brand to life amongst a variety of audiences. With support and guidance from the Youth Music team, you’ll help the charity make the most of the exciting marketing opportunities You’ll help create stories, developing written, visual and video content across Youth Music’s website and social media channels to demonstrate the impact of our work and increase audience engagement.  Key Responsibilities:  You will be supporting the work of the communications team by maintaining Youth Music's content plan, writing and coordinating content for different audiences, managing our inbox and allocating tasks appropriately, carrying out research on competitors and peers and excitingly you will be co-ordinating our new TikTok channel.  What you'll learn:  The role itself will give you the opportunity to really develop an understanding of how marketing and communications works within the charity sector. You'll learn how to plan, create and share content as part of a campaign and how to bring a brand to life through communication. You'll gain experience in understanding different marketing skills that you could choose to specialise in, in the future such as Social Media, Copywriting, email marketing and PR.  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 to apply, but we are looking for creativity, enthusiasm, and a desire to learn.  A passion for social media is a must, with good written and verbal communication skills. Basic It skills would be beneficial but training will be provided.  You should be passionate about Young people, music and social justice. |
|  | |  |
| Job category (DWP use only) | |  |
|  | |  |
| **Number of hours per week** | | 25 |
|  | |  |
| **Working pattern and contracted hours** (including any shift patterns) | | 4 days |
|  | |  |
| **Hourly rate of pay** | | £10.85 per hour (living wage rate) |

|  |  |
| --- | --- |
| **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 Jasper Morvaridi our Digital Marketing Executive 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. | |
|  |  |
| Closing date for applications | 30/06/2021 |

|  |
| --- |
| Using the table on the next page please provide details for each Job Placement by location. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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-marketing-intern-role-youth-music | 1 | 25 | yes | 24/05/2021 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |