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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 companys 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 | KS6B1236CA |
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| Job Placement title | Admin and Marketing Assistant |

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| Job Placement summary |
| The role of Admin and Marketing assistant at SportCheer Scotland (SCS) involves working with different members of the Board across various areas of our Not for Profit Organisation including but not limited to the below:  Marketing and Communications (with support from our Director of Communications):  Managing and updating our website  Co-ordination and marketing of Events held by SCS  Management and co-ordination of social media posts included writing posts and contributing to our marketing strategy  Monthly newsletter creation for our members  Secretarial (with support from our Secretary):  Minute taking of board and / or committee meetings  Membership admin – recording members, reviewing applications and sending welcome packs  Distribution list admin  Support for our National Team:  Supporting with general day to day activities such as kit orders, travel bookings and registers for our national teams  Coach shadowing if interested  Other tasks:  General admin tasks as appropriate  The role will shadow various roles of the Board as required giving a varied experience of all aspects of running a business.  The successful candidate should be able to work well on their own as well as part of a team, be enthusiastic, and willing to gain knowledge across all of the different areas.  A background in cheerleading or dance is beneficial but not required. |

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| Essential skills, experience and qualifications | Microsoft Office skills including Word, Excel and PowerPoint  Communication skills  Knowledge of marketing techniques and social media preferred |
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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) | Sunday 10-6pm  Monday, Wednesday and Thursday remaining hours split as 2 and a half days, flexible on which is the half day (full days on weekday will be 10-6).  Lunch is one hour. |
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| Hourly rate of pay | National Minimum Wage |

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| Details of employability support (training opportunities/mentor) |
| On the job training across various business disciplines to provide support in gaining transferable skills.  Regular Mentor conversations with at least 1 of the board members depending on aspirations.  We will be offering comprehensive employability support utilising specialist partners. The Kickstarter will be assigned a careers coach to work with them before, during and after the placement and to act as a mentor or coach. We will be offering all the required training that Kickstarters must undertake including but not limited to: time-keeping, attendance, teamwork, communication, remote working, confidence and assertiveness in the workplace. The specific employability courses that will be co-ordinated by their careers coach are: job searching, CV writing, interview techniques, setting career goals, developing transferable skills.  We are also encouraging Kickstarters to undertake:  Further online or virtual training courses on transferable skills,  Free accredited courses,  Enrichment activities on taking on big challenges, goal-setting, resilience, attitude, growth mind-set, determination, persistence, mental toughness, preparation,  Activities will include talks, guidance, webinars from sports stars, prominent speakers, authors and psychologists.  We hope the Kickstarters will move to a permanent role at the end of the placement. If they do not, they will have been equipped with improved skills, experience and confidence when returning to the jobs market.  Kickstarters will collate this onto a CV and LinkedIn profile in a portfolio format so that they can evidence the new skills, experiences, qualifications and training that they have been given.  They will also be presented with a Kickstart certificate from us to reward them for their successful participation in all the mandatory and voluntary training at completion of their six months. |

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| Company name | SportCheer Scotland |
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| Closing date for applications | 15/05/2021 |

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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/ Dont know | Anticipated start date/s (if known) |
|  | Centre 81, 2-16 Braes Avenue, whitecrook, Clydebank, G81 1DP | Kathryn Cumming  [info@sportcheerscotland.org.uk](mailto:info@sportcheerscotland.org.uk)  07966388075 | CV and cover letter via email to: [info@sportcheerscotland.org.uk](mailto:info@sportcheerscotland.org.uk) | 2 | 30 | Yes | June 2021 |
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