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| **Kickstart Scheme jobs template**  Email your templates, as a **Word file.**    We will email to let you know when your vacancies are live on our system.  Your Kickstart Scheme jobs will be advertised to candidates by DWP and our work coaches. We will only provide funding for candidates referred to you by DWP.  If you recruit candidates through your own advertising activity, you will not receive funding for those individuals.    **Completing the template**  You may need to save several versions of this blank template, depending on how many roles you are submitting.  You must only submit job templates for the number of roles specified in your Grant Offer Letter.  A template must be completed for each job you are offering. For example, if you are offering 30 jobs split across two roles – a clerical assistant and a retail assistant - you need to complete two templates.  You must complete the template at the end of this form. If your jobs are in more than one location, use a row for each.  Please do not use acronyms when completing this document. |

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| **Kickstart Scheme Application ID** (10 characters beginning with KS) | KSB23EB977 |
| **Job vacancy title** | General Admin |
| **Company name** | St Helens Chamber |
| **Company postcode** | WA10 1FY |

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| **Job summary**  Use plain text only. Do not use, for example,bullet points or tables to lay out this information.  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 |
| St Helens Chamber are an inspiring social enterprise who are aiming to create success and opportunity within our community.  The Chamber is a unique organisation, a private-sector led not-for-profit, that works with local businesses, partners and the community to contribute to growth and regeneration.  We are seeking a hardworking and eager individual with good IT skills to join our busy Career Development team. Supporting the administrative function of our Careers Guidance provision, you will help ensure that customers receive an excellent experience, deadlines are met and contract compliance is strictly followed.  You will work alongside experienced Administrators, Careers Advisors and Teachers in a team where we strive to support our customers to achieve their diverse goals.  St Helens Chamber will support you in developing the following skills, knowledge and experience;  **Customer service** – you will support our clients and referral partners to book appointments or training courses in-person and via the telephone, work customer-facing in our state-of-the-art digital training centre Clickworks, help our Careers Advisors in Job Clubs and check that our customers are happy with the services provided  **Compliance** – you will work alongside an experienced Administrator to input client registration details and action plans which can be challenging during busy periods, you will ensure that records are accurate, evidence is correctly uploaded, and spot any errors  **Time management and organisation** – we are a very busy team at the moment and expect more demand for our services than ever this year, during these busy periods you will learn the importance of prioritising your workload, how to organise your time and diary efficiently, and how to recognise when additional support is needed  **IT and Digital –** you will be using a range of internal CRM systems for which extensive training will be provided, as well as Microsoft Office packages such as Word, Excel and PowerPoint.  It is anticipated that the successful candidate will be predominantly based at St Helens Chamber or Clickworks however there may be an occasional request to work at outreach sites across Merseyside (accompanied). Unless Government guidance changes, there are no plans for homeworking requirements. |

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| **Essential skills, experience and qualifications**  Use plain text only. Do not use, for example,bullet points or tables to lay out this information.  Are there any essential skills, experience or qualifications the person needs to do this job?  For example, a driving licence.  Bear in mind that lots of essential criteria may result in fewer applications. |
| No formal qualification requirements  Confident user of IT – Microsoft Office and internet  Communication and the confidence to receive/make telephone calls  Good understanding of Maths & English  Ability to pass an enhanced DBS check |

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| **Hours per week** This should be a minimum of 25 hours per week on average each month.  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) | Monday to Friday 8.30am - 2.30pm.  1-hour unpaid lunch |
| **Hourly rate of pay**  £ per hour or ‘national minimum wage’ See www.gov.uk for further information on the National Minimum Wage. | NMW |

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| **Employability support**  Use plain text only. Do not use, for example,bullet points or tables to lay out this information.  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 to develop the young persons teamwork and communication skills? 2. What training will the young person receive as part of the role? 3. 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) |
| St Helens Chamber will be offering a 1-day employability training course prior to the participant starting their placement to ensure that they are work ready. This will consist off the following:  Communication Skills  • Assertiveness  • Confidence building  • Workplace conflicts  • Psychometric assessments to help the learners to develop self-awareness.  Employability  • Preparing for the workplace  • Employer expectations  • Understanding an employment contract  • Maintaining work standards  • Goal setting and planning  Once the participant starts their placement, the St Helens Chamber Kickstart Co-Ordinator will conduct monthly reviews with the participants and the employers to ensure compliance and to be on hand to support both parties with any issues that may arise.  Participants will also be eligible to go on additional training to help develop their knowledge and skills. St Helens Chamber deliver a wide range of free short courses within IT, Digital Marketing, Customer Service, Hair and Beauty plus many more |

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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?** | **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** | **Contact name, email and phone number** for this job | **Closing date for applications** | **How to apply** | **Anticipated start date** for this job |
| **Office** | **2** | **ASAP** | **25** | **YES** | **Salisbury Street, Off Chalon Way, St Helens, WA10 1FY** | **Mike Unsworth**  [**Mike.unsworth@sthelenschamber.com**](mailto:Mike.unsworth@sthelenschamber.com)  **01744 742000** | **31/01/2022** | **Send CV to** [**kickstart@sthelenschamber.com**](mailto:kickstart@sthelenschamber.com)  **Reffernce Job title in email.** | **ASAP** |