

Kickstart Scheme jobs template

Email your templates, as a **Word file**, to: Kickstart.grantapprovalteam@dwp.gov.uk

We will email to let you know when your vacancies are live on our system.

DWP work coaches will share details of your Kickstart Scheme jobs with candidates. We will also advertise them for you on 'Find a Job'. <https://www.gov.uk/find-a-job>

You can advertise vacancies yourself on other websites, but all jobs must receive an introduction through a DWP work coach to receive full funding. Please use the same reference number from the JPT on your external advertisement to enable us to find the job when a customer contacts us.

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.

| | |
|---|---------------------------------------|
| Kickstart Scheme Application ID (10 characters beginning with KS) | KSB9118F94 |
| Job reference (no more than 12 characters) | MCKS01 |
| Job vacancy title | Marketing and Comms Trainee/assistant |

| | |
|-------------------------|--------------|
| Company name | BeyondAutism |
| Company postcode | E1 6PW |

Job summary

Use plain text only.

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

The Marketing and Comms Trainee/assistant will work closely with the marketing team and provide administrative support to deliver the activities set out in the Marketing and Communications plan for the year.

Through this role they will help the marketing team to grow the reach and profile of the charity beyond London, grow our supporter base, and help our services to remain Outstanding.

The person appointed will develop skills in copywriting, content creation, branding, using design tools, online research and events. They will deepen their understanding of social media and digital channels and will also develop their organisation and communication skills by working with stakeholders across the organisation.

We are seeking an enthusiastic and proactive individual with a good eye for detail, who is eager to expand their marketing knowledge with the support of an experienced team.

They will be working in an organisation dedicated to empowering people with autism to lead lives full of choice and control through positive educational experiences, training for the people who work with them and support for their families and carers.

Essential skills, experience and qualifications

Use plain text only.

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.

Qualifications: GCSEs Grade 4 and above in English and Maths

Experience: Not required, but enthusiasm to make the most of the placement is a must.

Interest in developing these skills:

- Working in a team
- Working with people
- Education and learning
- Creative thinking

Personal qualities:

- Able to develop good working relationships in a team
- Professional attitude
- Able to follow instructions
- Open and honest approach
- A commitment to safeguarding and promoting the welfare of children and young adults

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 – Friday 8.30 am – 2.00pm with 30 mins for lunch.

Hourly rate of pay

£ per hour or 'national minimum wage'

National Minimum Wage

See www.gov.uk for further information on the National Minimum Wage.

Employability support

Use plain text only.

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 the young person manage their timekeeping and attendance?
2. How will you help to develop the young persons teamwork and communication skills?
3. What training will the young person receive as part of the role?
4. 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)

Details of employability support (training opportunities/mentor) Zara Wells: Job Coach

The key vocational skills that will be developed on this pathway are the following: organisation skills, timekeeping, attendance, teamwork, communication, creative thinking, online research copywriting skills, social media & content creation, meeting deadlines, attention to detail, problem solving skills, interpersonal and communication skills.

Training in these vocational skills will be a mixed of blended learning (on-the-job, vocational skills development workshops delivered every two weeks, feedback from line manager and mentor/ coach). Use will also be made of online learning programmes.

This role will be supported by a job mentor and coach to ensure that the Trainee is successful in role, develops their CV and is supported to search for permanent roles.

Full induction training will be given including, not limited to: Safeguarding, Fire Awareness, Manual Lifting and Handling and Fire Evacuation Procedures.

| 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 based with remote working | 1 | 22/11/2021 | 20 | yes | 17 Oval Way, London SE11 5RR And Home based | Zara Wells Kickstart@beyondautism.org.uk 07555301992 | 20/12/2021 | Apply by emailing Zara at Kickstart@beyondautism.org.uk with your CV and ask to fill out an application form. Closing date: 04/12/2021 | 06/12/2021 |
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