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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. |
|   |   |
| 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.  |
|   |   |
| 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. |
|   |   |
| Job category  | To be completed by DWP only. |
|   |
|   |   |
| Number of hours per week | Enter the number of hours per week.  |
|   |   |
| Working pattern and contracted hours (including any shift patterns)  | Enter the working pattern. |
|   |   |
| 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. |
|   |   |
| 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. 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 | Assistant Groundsperson |

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| Job Placement summary |
| A groundsperson is required to join the established grounds team at the Edgbaston Cricket stadium in Birmingham and Edgbaston Foundation Ground – home to Warwickshire County Cricket Club, Birmingham Bears T20, Birmingham Phoenix, Warwickshire Ladies, Central Sparks and England.**Main Duties/Responsibilities:**• Assisting with the preparation and maintenance of the playing surfaces and outfield to ensure that they are of first-class standard.• Assisting with the preparation and maintenance of the practice and net areas to ensure that they are of first-class standard.• Assisting and taking direction from the Head Groundsman in placing and removing covering and surface water from the playing area for all matches• Operating and maintaining ground equipment in accordance with standard operating and safety procedures.• Taking direction from the Head Groundsman and fulfil any reasonable request or duties required by him.**Personal Qualities:**• Possess a passion for cricket pitches and sports turf maintenance.• Demonstrate a positive and professional attitude and appearance.• Understand the seasonal nature of the role and the need for flexibility with regards to working long hours including evenings, weekends and Bank Holidays.• Ability to work under pressure and to work alone when required.  |

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| Essential skills, experience and qualifications | Qualifications and Experience: An interest of preparing cricket pitches.Be in a possession of a clean EC driving licence. (Desirable)Possess an understanding of current Health and Safety guidelinesGood communication skills plus the ability to work as part of a team or on your own initiative. |
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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) | Flexibility is essential with weekend working a key requirement of the role. Working days will be dependent on match fixtures |
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| Hourly rate of pay | National Minimum Wage |

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| Details of employability support (training opportunities/mentor) |
| The person that takes on this role will be provided with mentoring support by the Groundskeeping staff and given coaching and guidance as required to fulfil the roleMentoring throughout by the employee’s line manager. Employability skills training initially focussing on behaviours and attributes required for work, to support the young person with adjusting to working life, and focusing on progression towards the end of the placement. This will include: CV writing, Job seeking, Initiative, Persistence, Personal responsibility, employability, collaboration, communication, creativity, motivation. |

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| Company name | Edgbaston Foundation |
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| Closing date for applications | 26th June 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 PlacementNameEmail addressTelephone | 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) |
|  | Edgbaston Stadium Edgbaston RoadB5 7QU and Edgbaston Community Sports Ground Portland Road B17 8LS | Gary Barwell Head of Sports Turf and Groundsgarybarwell@edgbaston.com | CV and covering letter togarybarwell@edgbaston.com | 3 | 35 | Yes | ASAP June |
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