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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. |
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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. |
|  |  |
| 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. |
|  |  |
| 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 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 | Cellar Porter |

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| Job Placement summary |
| **COULD YOU BE A PERFECT PORTER, DO YOU KNOW YOUR WAY AROUND BARS AND CELLARS? DO WORK WELL UNDER PRESSURE AND LOOKING FOR LONG FLEXIBLE WORKING HOURS? ARE YOU LOOKING FOR THE OPTION TO WORK AS AND WHEN IT SUITS YOU, IN ONE OF THE BEST STADIA IN BRUM?**  **Edgbaston Cricket Ground is the answer**! We are recruiting reliable and committed Cellar porters to help maintain the incredible service we deliver. Edgbaston hosts some of the biggest games in cricket with 25,000 guests enjoying the T20 and Test matches as well as huge conferences and events. Edgbaston is truly an exciting venue to work in as we hold themed dinners, charity events, fashion shows, boxing matches, award ceremonies and weddings just to name a few. We are looking for strong proactive cellar porters to work behind the scenes.  **REQUIREMENTS:**   * Enthusiastic and motivated team player with a can-do attitude. * Bar experience including changing kegs and gas. * Cellar experience preferred but not essential. * Experience in manual handling. * Assist in the unloading of deliveries and equipment. * Ensuring bars and cellars are kept clean, clear and safe. * Hard working and willing to work in a busy fast paced environment. * Good communication skills. * Willing to go the extra mile for your team. * Provide stock movement to keep bars on site running. * Excellent punctuality and attendance.   Commitment to our busy cricket season. |

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| Essential skills, experience and qualifications | * Development in communication. * Product knowledge. (Desirable) * Operation of all standard appliances and machinery. (Desirable) * Comply with all company policies including health and safety, safe working practices, COSHH, food hygiene, cleanliness, and fire. * Manual handling training. (Desirable) |
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| Job category (DWP use only) |  |
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| Number of hours per week | 25 with the option for extension of hours |
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| Working pattern and contracted hours (including any shift patterns) | Shift patterns vary dependent on business needs. Shift times may vary with 8hrs shifts and varying start times. |
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| Hourly rate of pay | National Minimum Wage |

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| Details of employability support (training opportunities/mentor) |
| Full support and mentoring with on-the-job training and induction will be provided. One to one support will be provided by a 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 role  Mentoring 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 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/ Don't know | Anticipated start date/s (if known) |
|  | Edgbaston Stadium  Edgbaston Road  Birmingham B5 7QU | Craig Abley  Head of Catering  0121 446 3612  Craig.abley1@compass-group.co.uk | CV and covering letter Via email to  [Craig.abley1@compass-group.co.uk](mailto:Craig.abley1@compass-group.co.uk)  And  Katrina Johnson  [katrina.johnson@constellation.co.uk](mailto:katrina.johnson@constellation.co.uk) | 1 | 35 | Yes | June |
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