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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. |
|  |  |
| 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 | Community Administration & Events Assistant |

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| Job Placement summary |
| The key objectives of the role is to: Support the Head of Community Engagement (HCE) with accurate data capture and monitoring and evaluation of community and charitable activities and giving. The role also requires the individual to provide assistance to the HCE and keep all charity administration in order. The main emphasis is to manage all aspects of Administration for Edgbaston Foundation and club community initiatives  **Stadium Tour Administration**   * Administration of tours (field inquiries/make bookings) and record keeping for numbers etc. * Administration of tour guides and all scheduling. Liaise with ticket office to ensure bookings are accurately managed   **Foundation Support**   * Take meeting notes and write minutes for important meetings such as the Community Liaison Group and Edgbaston Foundation Board Meetings * Support HCE with admin and record keeping for Edgbaston Foundation * Support the development of an end of year Impact Report   **Volunteer Administration**   * Administration of volunteers. Preparation and scheduling prior to matchday. Assist matchday volunteer management and support   **External Relationships**   * First point of contact for all community related requests including charitable requests * Organise Community Liaison Group meetings. Be first point of contact for all inquiries related to the liaison group   **Programme Administration**   * Support the commercial team with the promotion and administration of the community Junior Membership and six4schools programme * Take primary responsibility for the administration and delivery of the Bat Giveaway working closely with the WMCA * Work with the National Literacy Trust on any ad hoc programme development, organization, and delivery * Support delivery of any ad hoc finite projects as they arise * Deliver the ‘careers in cricket’ presentation in schools/FE institutions   **Legacy/Fundraising Administration**   * Be the primary point of contact for the Bear and Ragged Staff Wall. Promote sales of the wall via club channels and track progress * Take the lead on legacy fundraising administration and promotion. Promote support platforms and explore new means of legacy fundraising   **Communications**   * Create a social media plan for the Edgbaston Foundation twitter account * Add community and charity stories to the website and social media sites as and when required   **Events**   * Pre-event organization and bookings for all community events * Oversee event execution and ensure event objectives are met * Support with volunteers and mascot at all external events * Play a key role in the planning and operational delivery of Community Day at a Bears T20 match * Support with operation and execution of Edgbaston Foundation fundraising and community events. * Support with volunteer management and delivery of elements of the match day as required |

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| Essential skills, experience and qualifications | * Administration experience or an interest in admin. * An interest in Charity fundraising or marketing experience beneficial * Event management and promotion experience beneficial * Confident in public speaking * Knowledge of monitoring and evaluation beneficial |
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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) | Business Hours across a 5 day work week |
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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 community staff and given guidance as required to fulfil the role. The individual will be provided with training on monitoring and evaluation software as well as social media software.  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  B5 7QU | Ravinder Masih  Head of Community Engagement/ Gov’t Relations  0121 446 3645  [Ravindermasih@edgbaston.com](mailto:Ravindermasih@edgbaston.com) | CV and Covering letter Via email to:  [ravindermasih@edgbaston.com](mailto:ravindermasih@edgbaston.com) | 1 | 35 | Yes | June |
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