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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. |
|  |  |
| 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. |
|  |  |
| 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 | Content Executive |

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| Job Placement summary |
| The Content Executive will play a key role in supporting the pre, post and actual match day experience across Warwickshire County Cricket Club and Edgbaston Stadium digital channels.  The successful candidate will help capture, design and issue content through all channels and will sometimes be required to attend games independently as the media team representative.  **Core Responsibilities**   * Deliver match day updates through all social media channels and app * Produce compelling video, photographic and written content that tells the story of Warwickshire, Birmingham Bears and Edgbaston match days * Work closely with the Digital Media Manager to provide and distribute a wide variety of content across our digital channels   Explore new ways to expand our reach on new and existing platforms |

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| Essential skills, experience and qualifications | * Good knowledge and understanding of cricket * Working knowledge or interest of Adobe Premiere Pro and After Effects * Ability to manage content schedules * Experience or interest of using Photoshop * Experience of producing video content on smart phone or equivalent * Ability to build relationships with elite level athletes and coaches |
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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) | Working match days based on 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 Digital Media Manager and given coaching and guidance on a daily basis.  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 and cricket venues across the country | Tom Rawlings  Head of Media and Communications  [tomrawlings@edgbaston.com](mailto:tomrawlings@edgbaston.com)  M.  07770 728409 | CV and Covering letter Via email to tomrawlings@edgbaston.com | 1 | 35 | Yes | June |
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