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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. |
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| 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 | Digital Assistant |

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| Job Placement summary |
| Women’s and girls’ cricket is set to be transformed as part of an exciting strategy to Inspire Generations by connecting communities and improving lives through cricket, ensuring cricket is a game for all.  Central Sparks (West Midlands Women’s Cricket Ltd) are one of eight Regions within the new Women’s Elite Domestic Structure.  The introduction of the new Women’s Elite Domestic Structure will increase the number of professional female players, provide year-round development programmes, and inspire more females to become involved in cricket.  Central Sparks are looking for a passionate and personable Digital Assistant who can positively contribute towards the team’s success and brand development by building upon the successful launch of the brand on our digital platforms to further communicate our vision and purpose.  **Role Overview**  The Digital Assistant will work on varied tasks, including:   * Contributing to the planning and implementation of the social media content calendar * Creation of engaging and relevant content to be used across various social media and online platforms (inclusive of graphics and videos) * Monitoring and track growth of social media channels * Providing digital marketing support as directed * Writing press releases and match blogs, and updating the website accordingly * Being main point of contact on match days for all media obligations and requirements   Creating live and reactive match day content across all social media platforms  **Personal Attributes**   * A high degree of personal resilience to cope with the demands of working within elite sport and juggling priorities and managing deadlines * A creative thinker, able to use their skills to inspire future generations of cricketers |

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| Essential skills, experience and qualifications | * Outstanding written and communication skills * Willing to learn on the job and hit the ground running * Knowledge of major social media platforms and how to use them * Comfortable working on Canva * Full driving license and access to own transport * Interest in journalism, sports or a related field * A good understanding of cricket, ideally women’s cricket |
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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) | Home based with occasional travel across the West Midlands. Some weekend and evening work with travel to matches. Overnight accommodation will be provided for away matches |
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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 West Midlands Women’s Cricket Ltd staff 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) |
|  | Home Based with occasional travel across the West Midlands | Laura Macleod  Director West Midlands Women’s Cricket Ltd  [info@wmwcricket.com](mailto:info@wmwcricket.com) | CV and Covering letter Via email to:  [info@wmwcricket.com](mailto:info@wmwcricket.com) | 1 | 35 | Yes | ASAP |
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