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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. |
|   |
|   |
| 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 | Painter and Decorator  |

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| Job Placement summary |
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| **Staff Management**: To develop self and colleagues ensuring that you:* Take responsibility for own personal development in line with business/functional goals.
* Remain self-motivated and focused during times of change.
* Give regular feedback on performance both positive and negative, developing others at every opportunity.
* Encourage people to challenge, experiment and show initiative.
* Share information, knowledge and ideas with colleagues.
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| **Operational Processes**: Ensure that you:* Assist and liaise with specialist contractors.
* Provide hands-on planned preventative maintenance to the Fabric of the buildings.
* Schedule and prioritise work tasks to ensure that all planned maintenance works are carried out on time.
* Guarantee a speedy response to onsite emergencies that require maintenance staff attendance.
* Aid in the delivery of special projects.
* Provide hands-on reactive maintenance assistance as directed.
* Make certain client assets are sustained, maintained and protected.
* Know when to seek advice from others and how and where to find useful information.
* Plans workload, prioritising tasks effectively.
* Takes responsibility for producing work to the agreed standard and targets with the agreed timescale.
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| **Business Development**: Ensure that you:* Work to maintain and improve effective working relationships with Client.
* Are approachable, open and honest, respecting the confidence of others & remaining calm, polite and tactful in difficult situations – a role model.
* Willingly offers advice and assistance and is open to new ideas.
* Is aware of opportunities to improve service & performance.
* Knows who the internal and external customers are, knows what the services of LSS are and takes into account the needs of different customer groups.
* Is approachable and helpful when dealing with customers, handling complaints and difficulties constructively.
* Is a role model to others in the team by demonstrating an enthusiasm for customer service quality.
 |
| **Event Practices**:* Work practices are undertaken in accordance with Health and Safety Policy.
* Adopts a positive attitude to change and works to ensure it is successful.
* Requires minimum supervision, showing determination in the face of setbacks.
* Presents own point of view in a positive way, supported by the relevant facts.
* Uses own knowledge and experience to suggest workable solutions to unexpected situations, taking the responsibility for own decisions and being prepared to learn from mistakes.
* Ensuring adherence to timeline delivery.
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| **Administration and General**:* Is keen to get involved in projects outside usual scope of responsibilities, with line manager’s agreement.
* Thinks about the needs of the listener or reader before deciding how, when and what to communicate.
* Listens carefully and checks understanding.
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| Essential skills, experience and qualifications | * Interest in working in a building services environment.
* To determine the most cost-effective approach to achieving a durable and quality decorative finish.
* To carry out preparation/repair/application of finishing products, as necessary.
* To undertake both responsive and planned maintenance of painting and decoration services to properties owned or managed by WCCC.
* To execute workmanship to a high standard and ensure it is carried out in strict compliance with the Health and Safety at Work Act and any other relevant legislation covering safety in the workplace for self and others.
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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) | 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.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 Foundaiton |
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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 RoadBirmingham B5 7QU  | Jonathan WigginFacilities Manager

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| --- |
|  |
| 07769642966 |
|  |
| jonathan.wiggin@lssfm.com |

 | CV/Covering letter Via email to:

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| jonathan.wiggin@lssfm.com |

 | 1 | 45 | Yes | ASAP |
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