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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 | Stadium Production Assistant |

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| Job Placement summary |
| Are you someone who has a passion for technology and sport? Do you work well under pressure and enjoy the thrill of live events? Are you looking to work in one of the best stadiums in the country whilst developing your skills with technology and broadcasting?  Edgbaston Cricket Ground is the answer! We are recruiting a reliable and committed production assistant to help deliver International Fixtures, Live Events and help the Club broadcast our domestic matches. 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.  **THE ROLE:**  You will be working under the Stadium Production Manager to assist in successfully delivering domestic and international cricket, whilst also being able to support Conference and Events with AV equipment setup, troubleshooting and derigging.  The Stadium Production Manager will work closely with you to teach you about the systems the Stadium has in place, which allows it to broadcast domestic fixtures, live update digital signage and IPTV across the ground and configure, maintain, and operate its two Big Screen LED Displays.  **REQUIREMENTS:**  • Enthusiastic and motivated team player with a can-do attitude.  • Broadcast/Live Event AV experience preferred but not essential.  • Proven to work according to H&S practices.  • Willingness to learn how to operate and maintain Stadium AV systems.  • Hard working and willing to work in a busy fast paced environment.  • Good communication skills.  • Willing to go the extra mile for your team.  • Excellent punctuality and attendance.  • Commitment to our busy cricket season. |

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| Essential skills, experience and qualifications | • Development in communication.  • Technical knowledge.  • IT Literacy.  • Comply with all company policies including health and safety and safe working practices.  • Technical skills and a proficiency with tools. (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 especially on matchdays |
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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 support and induction will be provided. One to one support will be provided by the Production Manager  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 | Joe Barnard  Stadium Production Manager  [joebarnard@edgbaston.com](mailto:joebarnard@edgbaston.com)  0777 665 8583 | Cv/covering letter Via email to  joebarnard@edgbaston.com | 1 | 45 | Yes | ASAP |
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