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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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| Job Placement title | Revitalising our Estuaries - Project Assistant – Monitoring and Research |

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| Job Placement Summary |  |
| Working as a member of the new Revitalising our Estuaries Project (RoE) on this exciting new programme supported by Green Recovery Challenge Fund, a national multi-million pound boost for green jobs and nature recovery. The RoE project will support nature and economic recovery in 6 areas across the North East post Covid. Focusing on the Wansbeck, Blyth, Tyne, Wear, Tees and Esk estuaries we will deliver 6 habitat creation schemes and 6 riparian (riverside) corridor access/habitat improvements to help improve and save our estuary habitats and the wildlife found.  Groundwork NE & Cumbria (GNEC) has a mission to mobilise practical community action on poverty and the environment. It is passionate about creating a society made up of vibrant, healthy and sustainable communities that have the resources and resilience to shape their own destiny. This role will be an important part of delivering this aim. As part of our regional charity with a £10 million annual turnover, you will help to develop and implement the RoE’s monitoring and research plan including on site monitoring of the impact of the habitats created and improvements delivered. The post holder will also monitor stakeholder engagement and asses the benefits to participants. This role will include remote working, office based meetings and on site sessions working alongside the project team and other Groundwork staff. You will work in a diverse, busy and exciting internal and external environment, ensuring deadlines are met whilst maintaining quality.  This role will be part of Groundwork’s unique Kickstart staff development modules with training around surveying and monitoring skills, impact evaluation, community engagement, carbon literacy as well as anything else applicable to your role. This role will include opportunities for the post holder to develop their skills and experience through training/webinars/coaching in any specific areas of interest within Groundwork’s field of work; from Youth, Employment, Skills, to Community Activism, Health & Wellbeing or Landscape Improvement/ Nature Recovery Projects.  **Key Responsibilities**   * Carry out monitoring at the six estuaries to demonstrate the impact of the project * Monitor community engagement and impact at events and volunteer days * Monitor impact on staff and Kickstart trainees * Online research into Nature Based Solutions, collecting relevant evidence and information * Develop and design appropriate internal and external monitoring forms and materials * Ensure materials/communications are branded accordingly with support from Marketing Department * Liaise with the Marketing Assistant to promote engagement opportunities and project successes * Report on all finding and feed this information back to the RoE Project team, Groundwork, National Lottery Heritage Fund and project partners. | **Job Placement summary** – This is the main Job Description of the Job Placement on offer. Here you should include all the normal Job Description elements such as the details of the main responsibilities of the role and the key activities that will be carried out. ***Key tip***: this is the information our Work Coaches will use to discuss your role with the candidates, so make sure it’s easy to convey. |

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|  | Essential skills, experience and qualifications   * Knowledge/experience of implementing and monitoring of habitats/species * Knowledge of river/estuarine habitats and species * Good report writing skills * Qualified to Degree/Diploma or equivalent in a relevant subject (Desirable) * Excellent communication skills; face-to-face/ video call, written and presentations * Strong IT skills including all Microsoft Office packages * Ability to work on own initiative, taking responsibility for task. | Enter details of any skills, experience or qualifications that are preferred or required for the role. For example, a driving licence. ***Key tip:*** Please bear in mind that candidates for your roles are in the 16-24 age group and some may not have a lot of previous work history |
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| Job category (DWP use only) |  |  |
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| Number of hours per week | 25 | Please enter the number of hours you expect the Kickstart employee to work each week. ***Key tip:*** Please remember that you can extend Kickstart jobs beyond 25 hours per week but the wage support from the Government is capped at 25 hours |
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| Working pattern and contracted hours (including any shift patterns) | Approximately 6.25 hrs per day, 4 days a week, Monday to Friday. But this is flexible. | This is where you enter the working pattern of the job. |
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| Hourly rate of pay | NMW | Please enter the hourly rate of pay. If this will be the national minimum wage enter the wording: National Minimum Wage (NMW). ***Key tip***: You set the rate of pay, subject to a minimum of the prevailing NMW. |

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| Details of employability support (training opportunities/mentor) |
| * Induction to Kickstart, the placement role and employer * Support with interview preparation and back ground information of employer prior to interview * Better off in work calculations and information on additional benefits * Assessment of current level of skills and experience to support in developing training package in line with placement and long term job goal * Project budget to provide specific training tailored to an individual’s needs * Learning how to tailor CV’s to sector specific roles * Support in the transition of starting the placement e.g. benefits, travel to work plans * Regular 1 to 1 reviews with personal advisor to progress within the work placement and support in sustaining employment * Understanding of H&S at work including Covid-19 awareness and provision of any COVID related PPE * Relevant webinars to suit post holders interest * Coaching/ support on personal development |

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| Company name | Groundwork NE & Cumbria |  |
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| Closing date for applications | 09/09/21 | **-** Enter the final date that you want to receive applications. ***Key tip:*** Bear in mind that it takes around two weeks from the return of this template for us to populate our systems and begin to identify candidates for you. |

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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) |
|  | Homebased or office based with flexible options including Groundwork NE & Cumbria, Union Depot Pegswood Village, Morpeth NE61 6RG or  Groundwork NE & Cumbria, 6 Norfolk Street, Sunderland SR1 1EA or  Groundwork NE & Cumbria, Linthorpe Cemetery Lodge, Burlam Road, Middlesbrough TS5 5AP  Also Onsite at our project locations Wansbeck, Blyth, Tyne, Wear, Tees and Esk estuaries (transport provided). | Hellen Hornby, Programme Development Manager. [Hellen.hornby@groundwork.org.uk](mailto:Hellen.hornby@groundwork.org.uk)  07548223545 | Application form | 1 | 20 | Yes – From Newcastle, Gateshead and surrounds. From Sunderland and surrounds. From Middlesbrough and surrounds. Transport provided to project site locations. | 27/09/21 |