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| **Kickstart Scheme jobs template** **Completing the template**You may need to save several versions of this blank template, depending on how many roles you are submitting.You must only submit job templates for the number of roles specified in your Grant Offer Letter.A template must be completed for each job you are offering. For example, if you are offering 30 jobs split across two roles – a clerical assistant and a retail assistant - you need to complete two templates. You must complete the template at the end of this form. If your jobs are in more than one location, use a row for each. Please do not use acronyms when completing this document.  |

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| **Kickstart Scheme Application ID**(10 characters beginning with KS) |  |
| **Job vacancy title** | Sustainability Assistant |
| **Company name** | People and Work |
| **Company postcode** | CF417BD |

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| **Job summary**Use plain text only. Do not use, for example,bullet points or tables to lay out this information.Summarise the job, to give an overview of the main responsibilities and key activities that the person will be carrying out. It is not necessary to give lots of background about your company.If the job is homeworking, please specify:* if there will be a requirement to attend a work location during the 6 months of employment
* the address and postcode of the locations they will be required to attend
* how often they are expected to attend these locations
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| (Maximum 500 words) This is a new role and will evolve throughout the development of the sustainability hub, we would encourage applications from people who will be pro-active in shaping the development of this project.This role will be based in Ferndale, precise location yet to be confirmed, but will involve travel throughout Rhondda across both valleys throughout the working week.* Engaging with the community to promote sustainable activities.
* Delivering sustainability focussed activities.
* Signposting people to related activities and organisations.
* Supporting the set-up and running of a sustainability hub.
* Support community participation in health and wellbeing activities: arranging, partaking and encouraging people to join in.
* Social media and website management; creating content and responding to queries.
* Marketing of the organisation.
* Engaging with local organisations and seeking collaborative opportunities to further the objectives of the organisation and further promote sustainability through Rhondda.

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| **Essential skills, experience and qualifications** Use plain text only. Do not use, for example,bullet points or tables to lay out this information.Are there any essential skills, experience or qualifications the person needs to do this job? For example, a driving licence.Bear in mind that lots of essential criteria may result in fewer applications. |
| (Maximum 250 words) • Passion for sustainability & conservation of the environment• Positive, can-do attitude• ICT skills: able to use Microsoft Office programmes• Possess effective communication skills to deal with people at all levels • Able to use initiative and work to deadlines • Honest and reliable • Flexible and adaptable • Good time-keeping |

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| **Hours per week**This should be a minimum of 25 hours per week on average each month.Only enter whole hours (for example, do not put 25.5) | **25** |
| **Working pattern**For example, 9am to 1pm, Monday to Thursday. Include any shift patterns.(Maximum 100 words)  | 9:30am-2:30pm Tuesday-Saturday |
| **Hourly rate of pay**£ per hour or ‘national minimum wage’See www.gov.uk for further information on the National Minimum Wage. | NMW |

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| **Employability support** Use plain text only. Do not use, for example,bullet points or tables to lay out this information.As part of your agreement, Kickstart Scheme participants must be provided with support, to improve their employment prospects and help them move into long term sustained employment. 1. How will you help to develop the young persons teamwork and communication skills?
2. What training will the young person receive as part of the role?
3. How will you help the young person improve their job prospects?

You will have already submitted this information, as part of your Kickstart Scheme application.**Note: Please tell us if this support is being provided by a third party.** You will need to tell us:who is providing the supportwhen and how oftenhow it will be deliveredwhere it will be delivered (online or at a separate location) |
| The young person will be working in an organisation with over ten people, interacting and working together on a daily basis. The activities will be led by their line manager, but will be designed to support the young person to be capable of orchestrating and delivering their own sessions. By working with colleagues and members of the community it is anticipated that their communication skills will develop and become suitable for liaising with all types of demographics, hopefully building their confidence and building a strong work ethic.They will be given training on all aspects of their job and consulted with throughout the training process to ensure that the training is sufficient and all-encompassing. By providing ongoing feedback we will ensure that they are aware of their development areas and also what they have learnt. We hope to improve their job prospects by providing a real working environment that deals with different people in different situations – increasing their experiences and building their confidence.  |

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| **If your vacancies are in more than one location, please complete a separate row for each** |
| **Where is this job based?** | **No of jobs at this location** | **When do you want to start advertising this job?** | **Maximum number of referrals** **you wish to receive per job** | **Is public transport available** **to this location?** | **Full address and postcode of the job location** | **Contact name, email and phone number** for this job | **Closing date for applications** | **How to apply** | **Anticipated start date** for this job |
| **Ferndale and throughout Rhondda** | **1** | **01/12/2021** | **30** | **Yes** | **TBC.** | **Natasha Burnell****Natasha.burnell@peopleandwork.org.uk****07429321047** | **14.01.2022** | **Find the application form online at** [**www.playitagainsport.wales**](http://www.playitagainsport.wales) **or** [**www.peopleandwork.org.uk**](http://www.peopleandwork.org.uk)**And email it to** **natasha.burnell@peopleandwork.org.uk****If you have a CV please include it in addition to completing the application form.****The closing date is 14.01.2022**  |  |
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