Outline of a job description – Kickstart Scheme

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| **Organisation name** |  |
| **Registered office address** |  |
| **Company number or Charity commission number** |  |
| **PAYE reference number** |  |
| **Current number of employees** |  |
| **Date company formed** |  |
| **Job title(s) and number of vacancies** |  |
| **Do the vacancies cause existing employees, apprentices, or contractors to lose or reduce their employment? (Y/N)** |  |
| **Do the Kickstart vacancies replace existing or planned vacancies? (Y/N)** |  |
| **Please use this space to tell us about the following;**   * **about changes to your workforce in the last 6 months and why (for example redundancies and changes to hours worked by existing staff)** * **the number of people affected by changes to your workforce in the last 6 months as well as the size of your overall workforce** * **about the kinds of roles, functions and average salary of those who were made redundant or who had their hours reduced in the last 6 months** * **if you would be able to create these job placements without Kickstart Scheme funding and what funding source you would use** * **what recruitment you have completed, started or paused in the last 6 months, including how similar these vacancies are or were to the roles you are creating for the Kickstart Scheme** * **if the job placements will be similar to existing or planned roles or the roles previously done by those made redundant or with fewer working hours, why you are using Kickstart Scheme funding to create similar roles** * **if you’ve engaged with any relevant trade unions and any advice they have given** |  |
| **Department/Section/Location (please state remote if working from home)** |  |
| **Main purposes of job**  **1.**  **2.**  **3.** |  |
| **Key tasks**  **1.**  **2.**  **3.** |  |
| **Key results/objectives**  **1.**  **2.**  **3.** |  |
| **Responsible for staff/equipment (Y/N) (please provide details)** |  |
| **Reporting to…**  **(name and title of line manager)** |  |
| **Guidance from Evolve** | * **Evolve has used current guidance available at** [**https://www.gov.uk/guidance/apply-for-a-grant-through-the-kickstart-scheme**](https://www.gov.uk/guidance/apply-for-a-grant-through-the-kickstart-scheme) **on 29th September 2020 to compile this form** * **As part of the application, Evolve will state how they will help develop employability skills of young people** * **There is £1,500 of funding available for each job placement to set up support and training. Please read the below and indicate your preference.** * **Gold (£1500) - Initial candidate CV review, arrange interviews, provide weekly employability support (to include CV and interview preparation & careers guidance), give Kickstarter full access to Health Assured and our online course library, a 1-hour employer consultation regarding apprenticeships, transfer monthly DWP payments for salaries** * **Silver (£1000) - Initial candidate CV review, arrange interviews, fortnightly employability support (to include CV and interview preparation & careers guidance), a 1-hour employer consultation regarding apprenticeships, transfer monthly DWP payments for salaries** * **Bronze (£500) - Transfer monthly DWP payments for salaries - all employers using this option must sign up to Youth Employment standard** [**Youth Employment UK champions and supports Youth Friendly Employers find out more here**](https://www.youthemployment.org.uk/youth-friendly-employer-award/) * **Evolve will monitor the support given to the participant to ensure they will be more employable at the end of their job placement** * **Evolve will ensure the participant can provide feedback during their placement and afterwards, and act upon this if needed** |
| **Please sign here to confirm you have read the above and that you are happy for Evolve to use this information to make a Kickstart application to DWP as a gateway organisation.** | **Signature………………………………………………………………………………………..**  **Name……………………………………………………………………………………………..**  **Package (please circle) Gold Silver Bronze**  **Date……………………………………………………………………………………………….** |