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| **Kickstart Scheme jobs template**Email your templates, as a **Word file**, to: **Kickstart.grantapprovalteam@dwp.gov.uk**It takes at least 2 weeks to process new vacancies. We will email to let you know when your vacancies are live on our system. Your Kickstart Scheme jobs will be advertised to candidates by DWP and our work coaches. We will only provide funding for candidates referred to you by DWP.If you recruit candidates through your own advertising activity, you will not receive funding for those individuals. **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** | Ground Operations Administrator |
| **Company name** | Air Charter Scotland Limited |
| **Company postcode** | G75 0PZ |

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| **Job summary**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.This job summary will be used to create the vacancy advertisement. If you are very clear about what they will be doing and how they will benefit, you will improve your chances of appealing to a broader range of applicants.We will promote your job to a number of young people, but they ultimately make the decision whether to apply. 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 200 words) Air Charter Scotland is an unscheduled airline with its head office based in East Kilbride where all the administrative and logistical planning work is performed for our UK and Maltese operations.The Ground Operations Administrator role involves working closely along side our Ground Operations and Sales teams who sell and manage both our UK and Maltese operations.The role will primarily involve assisting our Operations Managers, Co-ordinators and Controllers in providing an outstanding service to our owners, clients and internal and external company stakeholders alike. Tasks will include telephone and switchboard duties, auditing and filing of return paperwork, production of client itineraries, arranging third party services, booking of hotels, catering and travel, recording of flight data and assisting team members in a supporting role as required. The role will provide training in Excel, Word, Leon, Centrik, Schedaero and proprietary company software packages as well as instruction in aviation theory and regulations. It will also develop the individual in the areas of communications, team working, planning and workload prioritisation.The role is based at the head office in East Kilbride address 3 Colvilles Place, East Kilbride, Glasgow, G75 0PZ.5 days a week, 8 hours a day, lunch break of 30 minutes.   |

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| **Essential skills, experience and qualifications** 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 200 words) Excellent communication skills both oral and writtenGood organisational skillsAbility to prioritise workloadBe able to work under pressure and to deadlinesBe flexible and open to learn new valuable skillsBe meticulous and accurateKnowledge of Excel, Word and Outlook desirable but not necessaryFlexible attitude to working hours desirable |

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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) | **37.5 hours per week** |
| **Working pattern**For example, 9am to 1pm, Monday to Thursday. Include any shift patterns.(Maximum 100 words)  | Monday to Friday08:00 to 16:00 / 09:00 to 17:00 / 10:00 to 18:00Variable on workload |
| **Hourly rate of pay**£ per hour or ‘national minimum wage’See www.gov.uk for further information on the National Minimum Wage. | £10.50 per hour |

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| **Employability support** 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?

**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) |
| (Maximum 250 words) Hands on and online training will be provided on how to use various software packages.Daily use (initially surpervised) of software packages.Classroom based, one to one and online training in aviation theory and regulations.Communication skills developed by speaking with staff,crew and stakeholders and by instruction given from line manager.Regular performance reviews, training targets and coaching provided by and agreed with line manager.All training performed at base location (East Kilbride head office) and in line with departmental training guidelines. |

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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 |
| **Office-based** | **1** | **07/08/21** | **20** | **Yes** | **3 Colvilles Place****East Kilbride****G75 -PX** | **Helen Mackie****helenmackie@aircharterscotland.com****02035985392** | **15/09/21** | **Applications should be made by email only.****Please submit Cvs and covering letter by email only to****Helenmackie@aircharterscotland.com** | **30/08/21** |
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