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| **Kickstart Scheme jobs template**  Email your templates, as a **Word file**, to: [**Kickstart.grantapprovalteam@dwp.gov.uk**](mailto: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** | Maintenance (CAMO) Assistant |
| **Company name** | Air Charter Scotland Ltd |
| **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 |
| (Maximum 200 words)  The successful candidate will support the departmental team with daily office duties, such as customer liaison (email and phone), information gathering and handling, filing of electronic records, filing of paper copy records. This will provide the candidate with a structure and routine and enhance their skill set with regards to organisation, communication and technical understanding. |

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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)  No previous qualifications required. Good organisation skills would be advantageous as well as previous experience with using the MS Office suite. |

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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) | **35** |
| **Working pattern**  For example, 9am to 1pm, Monday to Thursday.  Include any shift patterns.  (Maximum 100 words) | 0930 – 17:00 Mon – Fri  (1/2 hour lunch break) |
| **Hourly rate of pay**  £ per hour or ‘national minimum wage’ See www.gov.uk for further information on the National Minimum Wage. | £10.50 |

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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?   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 support  when and how often  how it will be delivered  where it will be delivered (online or at a separate location) |
| 1. Training on our internal engineering management IT platform 2. Liasing with pilots and crew 3. Overview of Aviation and aircraft safety 4. Participation in team meetings and briefings 5. Assisting with task planning |

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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 0PX** | **Helen Mackie**  [**helenmackie@aircharterscotland.com**](mailto:helenmackie@aircharterscotland.com)  **02035985392** | **15/09/21** | **Applications should be made by email. Please submitting CV and covering letter by email only to**  [**Helenmackie@aircharterscotland.com**](mailto:Helenmackie@aircharterscotland.com)  **Closing Date is 15/9/21** | **30/08/21** |
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