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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** | Office and HR 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 |
| (Maximum 200 words)  Air Charter Scotland is an unscheduled airline with the head office based in East Kilbride where all the administration work is done for our UK operation as well as our Maltese operations  The Office & HR Administrator role will be working closely along side our HR and Office Mangement team who manage both our UK and Maltese company to mainly assist with administration work as well as processing new start information and documents onto our HR software portal BreatheHR,  We have multiple jib roles and therefore you would be supporting and assisting with different new start information, issue of uniforms and equipment. You would also be involved in help populate HR templates for job offers and support on payroll processing.  The role will provide training in Outlook, Excel, Word as well as email and telephone work along with exposure to use our rostering system and compliance systems and packages  The role is based in the Office at East Kilbride address 3 Colvilles Place, East Kilbride, Glasgow, G75 0PZ.  5 days a week, Monday to Friday from 10am to 3.30pm with 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)  Knowledge of Excel and Word would be beneficial but not necessary  Good organisational skills  Be able to work under pressure and to deadlines  Be flexible and open to learn new valuable skills  Be meticulous and accurate |

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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 hours per week** |
| **Working pattern**  For example, 9am to 1pm, Monday to Thursday.  Include any shift patterns.  (Maximum 100 words) | Monday to Friday  10am to 3:30pm |
| **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?   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) |
| (Maximum 250 words)  Hands on training on how to use our HR software and rostering software as well as managing the return of signed paperwork with a diary deadline sytem and what is involved. Taking up references for new starts and creating digital employee files. Communication skills speaking to staff,crew and Clients  Use Word and Excel |

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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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