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| **Guidance** | |
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| A template must be completed for each Job Placement role that is being offered. For example, if the 30 Job Placements are split across two roles, clerical assistant and retail assistant, you need to complete two templates. | |
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| DWP Bid Unique Identifier | To be completed by DWP only. |
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| Job Placement title | Enter the title of the Job Placement you wish to fill. |
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| Job Placement summary | Enter a description of the Job Placement. Include details of the main responsibilities of the role and the key activities that will be carried out. |
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| Skills, experience and qualifications | Enter details of any skills, experience or qualifications that are preferred or required for the role. For example, a driving license. |
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| Job category | To be completed by DWP only. |
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| Number of hours per week | Enter the number of hours per week. |
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| Working pattern and contracted hours (including any shift patterns) | Enter the working pattern. |
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| Hourly rate of pay | Enter the hourly rate of pay. If this will be the national minimum wage enter the wording: National Minimum Wage   See www.gov.uk for further information on the National Minimum Wage. |

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| Details of employability support (training opportunities/mentor) | Kickstart participants must be provided with support to improve their employment prospects to help them move into long-term sustained employment. Describe what support will be offered. This may have been included in your application to Kickstart.  Note: If this is being provided by an intermediary body you should enter this here. |
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| Company name | Enter the company name for the Job Placement. |
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| Using the table please provide details for each Job Placement by location.   If there is one location complete the first line only. | The employer Job Placement reference number (where applicable).  The location and address where the Kickstart participant will be working.  The contact details for each Job Placement.  The preferred method that the applicant should contact you to apply, such as: email address for CVs, link to access an application form on your company's internet site, contact number and times to call if the application is to be made via telephone.  The number of Job Placements per location.  The maximum number of applicants you want DWP to refer to you.   If known, indicate if public transport is available.   If known, enter the anticipated start date/s. |
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| Closing date for applications | Enter the final date that you want to receive applications. |

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| DWP Bid Unique Identifier |  |
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| Job Placement title | People Engagement Assistant (Kickstarter) |

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| Job Placement summary |
| This placement is part of Race for Nature’s Recovery ([www.race4nature.org.uk](http://www.race4nature.org.uk)), a new programme working to improve the diversity of the environmental sector. It is open to all young people that are eligible for Kickstart placements. We particularly welcome applications from young people who are: i) from BAME backgrounds; ii) living in economically deprived areas of the UK; iii) Non-graduates.  Job overview  Role: People Engagement Assistant (Kickstarter)  Placement start dates: TBC  Placement location: Staffordshire Wildlife Trust Head Office: The Wolseley Centre, Wolseley Bridge, Stafford, ST17 0WT.  Hours [part time or full time]: 25 hours per week  Salary: 2021 living wage hourly rate - £9.50  Closing date: 31st December 2021  Interview dates: TBC  Our Organisation  Staffordshire Wildlife Trust has been working to protect the wildlife and wild places in the county for over 50 years. We are the county's leading nature conservation charity.  Mission Statement  To protect and enhance the wildlife and wild places of Staffordshire and to promote understanding, enjoyment and involvement in the natural world  Our main purposes are protecting and restoring wildlife and habitats and getting people involved.  Our aim is that our 30 reserves are models of best practice in terms of conservation management and that they contribute to the wider ‘Living Landscapes’ in which they sit. We support other landowners to improve their management practices to increase biodiversity, tackle climate change and create a recovery network for nature. We deliver a range of activities to bring people and wildlife together. We work with all ages, with a particular focus on the under 25s through informal pre-school, family and youth work and with 5-16 through work with schools. We offer adult volunteering opportunities, community projects and adult training, with a strong focus on physical activity and mental health and wellbeing. A passion to connect the people of Staffordshire with its wildlife is at the heart of what we do. We recognise that in order to work well with our community we should enable a diverse range of voices to direct and carry out the work of our trust. Our employees and volunteers come from different backgrounds and have a range of experience and education, but we are all united by a passion for wildlife conservation. Staffordshire wildlife trust is dedicated to the well-being of its staff and offers a range of flexible working opportunities and support to enable a good work-life balance.  Overview of the role  The primary mission of the role will be to support the people engagement team in the preparation, promotion and delivery of engagement sessions for families, children, young people, volunteers and the wider community, both online and face to face. The second will be supporting conservation delivery to carry out practical conservation tasks on our reserves and third-party land. Whilst the post holders will support existing officers at the trust to deliver their projects, the role will also provide the opportunity for the new assistants to develop their skills in community engagement, volunteer management, working with children and young people, practical conservation, business administration and co-ordination skills. Crucial to the role is the ability to develop good working relationships with delivery staff, partners and volunteers, as well as members of the public and customers. |
| The assistants will have a line manager who will support them in their role and will be a point of contact for them, but day-to-day they will be supervised by different members of staff depending on the task. All of staff that the assistants will be placed with have experience of working with volunteers and young people on placement.  Day to day responsibilities:   1. Support the People Engagement team in the preparation of resources and equipment for sessions. This may include preparation of physical items using craft or natural materials (i.e. make an example item to show a group) or preparation to support a session (i.e. creating a register) or an activity (ie a scavenger hunt list) . 2. Support Conservation Delivery staff to carry out practical management work on SWT reserves and other key sites in Staffordshire. 3. Support the promotion of sessions, perhaps by preparing text and images for use on Social Media, emails or posters or by answering calls and enquiries. 4. Delivery of engagement sessions for families, children, young people, volunteers and the wider community, both online and face to face. This will involve supporting another staff member from the Trust to work with groups. Online this may mean responding to questions on the chat function on a meeting or offering answers and ideas. Face to face this may mean helping a toddler find the ingredients to mix mud pies or supporting an adult to carry out a mindfulness activity, for example. 5. Record session attendance on internal monitoring systems (for example, taking a register and entering the numbers onto a spreadsheet). 6. Maintaining good relationships with people the trust works with by supporting them and carrying out work in a professional way. 7. Raise awareness and appreciation of biodiversity and conservation in innovative people from a wide variety of backgrounds across Staffordshire. 8. Develop partnerships and working relationships with relevant agencies and organisations to protect, promote and manage areas for wildlife and increase engagement with a broad cross section of the community 9. Raise awareness of the work of Staffordshire Wildlife Trust and be an ambassador for the Charity. 10. All staff should recognise the contribution that membership makes towards the running of the organisation. The postholder is therefore expected to understand the need for high standards of service to existing members and recognise their role in contributing towards ongoing membership recruitment. 11. In order for the organisation to work effectively you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties, appropriate to the post, as delegated by your line manager. 12. All staff are required to abide by organisational policies and procedures.   The application process  By application form only. Closing date: 31st December 2021  Shortlisted candidates will be invited to interview: TBC  We are unable to provide feedback to any candidates who are not short listed. |
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| Essential skills, experience and qualifications | **Candidate Profile**  Candidates must have an interest in the environment and wildlife matters. It is not necessary to have proven experience, only enthusiasm and passion for sector.  This is a people focused role. It is essential that candidates are able to work well with people of different ages from different backgrounds. This may be evidenced by personal experience in addition to any work based experience.  There will be many opportunities to develop skills and undertake training within the trust, but candidates must be willing to carry out the work required by the role as a priority.  Essential skills and knowledge include: an interest in nature conservation and environmental issues and an interest in working with people and the wider community. It is also essential that candidates have good communication and social skills and the ability to work effectively with people of all ages, genders, ethnic origins, backgrounds and level of responsibility. Candidates must be able to motivate themselves; follow a work programme and an agreed list of priorities. They must also be able to follow instructions regarding policies and procedures, particularly when related to Health and Safety, safeguarding or when working with children and young people. Knowledge of how to use a number of social media platforms is also an essential skill for this role.  Essential abilities include a flexible approach to working hours, as some evening and weekend work may be required. The post will require working outside in all weathers; manual handling skills for carrying, loading/unloading equipment; carrying out land management and practical conservation; erecting tents for events and using a variety of hand and power tools.  Desirable qualifications include 5 GSCEs at grade C or above, a driving licence and a first aid certificate.    Desirable experience includes experience of events or activities associated with environmental projects; experience of working within the community and experience of practical conservation, including gardening/outdoor activities. In addition, experience of working with volunteers, children or young people would also be helpful. Experience of managing multiple priorities and time pressures and carrying out administrative tasks is also desirable.  Desirable skills include Basic IT skills i.e. Microsoft Office package: Word, PowerPoint and Excel; confidence working independently and ability to work well with a group.  SWT are committed to safeguarding children and vulnerable adults. This job involves frequent contact with young people and vulnerable adults, therefore a DBS check will be undertaken |
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| Job category (DWP use only) |  |
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| Number of hours per week | 25 |
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| Working pattern and contracted hours (including any shift patterns) | To be agreed with the successful candidate |
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| Hourly rate of pay | £9.50 |

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| Details of employability support (training opportunities/mentor) |
| This placement is part of the Race for Nature programme, hosted by Action for Conservation, Generation Success, SOS-UK and Voyage Youth. The partnership will provide the following central training, support and mentoring to all our Kickstarters.  All Kickstarters placed through the programme will be part of a small cohort of individuals that undertake two days of comprehensive training before their placements start. This will be followed by regular ongoing online training, focussed on sector-relevant knowledge and understanding, resilience, leadership, employability, confidence and communication. Where appropriate, and as required, we will offer bespoke mentoring that supports individual young people to explore and progress their own personal development needs. In total there will be a minimum of 25 hours of training delivered by the core partnership managing the programme per Kickstarter through their placement.  Additionally, we will provide tailored knowledge-sharing activities, networking opportunities and celebratory events for our Kickstarters to address and advance their personal development and help them secure further employment within the sector. This will include a centralised communication campaign to celebrate and share highlights and learnings from the programme, and spotlight host organisations and young people.  We will support the host organisations to develop their internal capacity to embed diversity and inclusion at the highest levels of leadership, and action meaningful and long-lasting commitments to systemic change. This will include bespoke diversity and inclusion training for the senior leadership team of host organisations and/or the facilitation of reverse mentoring between the young people on placement and members of the senior leadership team.  In addition to the above, SWT will provide training on their systems and any health and safety training required. |

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| Company name | Staffordshire Wildlife Trust |
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| Closing date for applications | 31st December 2021 |

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| Using the table on the next page please provide details for each Job Placement by location. |

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| Employer Job Placement reference (where applicable) | Job Placement location and address (including post code) | Contact details for the Job Placement  Name  Email address  Telephone | How to apply for the Job Placement | Number of Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
| Kickstart PEA | The Wolseley Centre, Wolseley Bridge, Stafford. ST17 0WT | Shelley Pattison  [s.pattison@staffs-wildlife.org.uk](mailto:s.pattison@staffs-wildlife.org.uk)  07970 067711 | Please complete the application form [here](https://www.staffs-wildlife.org.uk/sites/default/files/2021-03/20210304%20Kickstarter%20vacancy%20%E2%80%93%20SWT%20application%20form.doc) and return it by the deadline  <https://www.staffs-wildlife.org.uk/jobs/people-engagement-assistant-kickstarter>  Please also complete the Race to Nature diversity survey here: http://bit.ly/RNR\_DM. This is required as part of your application. | 2 | 100 | Yes | 31 Dec 2021 |
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