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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. Please do not use acronyms when completing this document. | |
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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. Please do not use bullet points for this information. Max Character Limit of 4000 |
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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. Please do not use bullet points for this information. Max Character Limit of 2000 |
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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. Only enter a 2 digit number (Minimum 25) |
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| Working pattern and contracted hours (including any shift patterns) | Enter the working pattern. Max Character Limit of 200 |
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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. Max Character Limit of 2000  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. Please note that this is the number of applicants DWP will refer to your placements and not necessarily how many will go on to apply.  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** | Executive Assistant |

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| **Company name** | Dance City | |
| **Job Placement summary** (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points) | | |
| We are the North East's biggest Dance Development Agency and have been established since 1990. In that time, we have grown to become one of the largest dance employers in the North of England. Now is an exciting time to be joining Dance City with ambitious plans to make Dance an everyday part of people's lives in the North East through exciting programmes. We are looking for an Executive Assistant who will work directly with the Artistic Director & CEO. This is an exciting role for an ambitious young person who wants to work in the Arts, but also wants to learn about the business in the Arts.  Responsibilities:  You will manage the Artistic Director & CEO's diary, ensuring clear, detailed, and accurate communications about meetings, conferences, festivals, per diems, travel and accommodation. You will communicate with a wide range of individuals of all different levels of seniority. You will also provide an overview of meetings/activities.  You will coordinate different staff meetings, checking diaries and communicating and liaising with different groups of staff. You will produce agendas and take minutes, to circulate and then file appropriately using our in-house software.  You will coordinate Board Meetings and communicate with Board Members, the Arts Council, Artist Observers, and co-opted members regularly. You will arrange meeting space and catering, collate papers, and read the Artistic Report before distributing. You will minute the meeting and any actions, distributing and filing appropriately.  You will assist with Financial Functions as required, assisting with staff purchases and filing receipts. You will undertake travel and accommodation bookings for senior management and staff, deal with petty cash and per diem requests requirements.  You will assist with the Arts Council England’s Annual Return, managing the collaboration of figures, information, and final submission. You will learn to use our in-house software packages to analyse data as required, assisting in setting up data collection and any basic research as required.  You will also assist with Funding Applications, the administration and collating of figures/information for different funding applications/report forms. | | |
| **Essential skills, experience and qualifications** (please do not use bullet points) | | Administrative experience is essential for this role. The successful candidate will be literate, an excellent communicator and confident using Microsoft Office software.  They will be highly organised with excellent attention to detail, the ability to multitask, and the ability to effectively prioritise their workload. The individual will be focussed, punctual and keen to work with deadlines.They will work well independently, without supervision and a good team player. | |
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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) | | Within Monday to Friday 9am-6pm with occassional weekday evenings or weekends for meetings. To be mutually agreed after successful interview. | |
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| **Hourly rate of pay** | | National Minimum Wage | |

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| Details of employability support (training opportunities/mentor) | |
| First Aid Training, Health and Safety Training, Fire Marshall Training in house IT software training. Fortnightly group sessions with other Kickstart colleagues | |
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| Closing date for applications |  |

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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)  12 Characters Max | Job Placement location and address (including post code) | Contact details for the Job Placement  Name (required)  Email address (required)  Telephone (optional) | 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) |
| Exec. Assist | Dance City  Temple Street  Newcastle Upon Tyne  NE1 4BR | Philippa McArdle, HR Coordinator, philippa.mcardle@dancecity.co.uk | via Dance City website: www.dancecity.co.uk/about-us/jobsvolunteers/ | 1 |  | Yes | June/July |
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