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| DWP Bid Unique Identifier |  |
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| Job Placement title | Beechwood Recreation Reception |

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| Job Placement summary |
| Job role:  To promote and manage the day to day running of the facility.  Responsible to & directed by: Facilities Manager  Liaison with:  M.D Facilities Manager, Assets Manager  Responsible for: Managing the daily shifts on Reception.  Main duties:  • Answering phones and emails.  • Taking bookings.  • Cash handling including end of days.  • Information point for all visitors and clients.  • To upsell the facilities.  • Contact potential customers.  • All admin tasks required of the business.  • Key holder, responsible for the controlled opening and closing routine.  • To relay all issues to the Facility Manager at the earliest convenience.  • Designated First Aider on site.  • Any other duties set or required to aid the offer and running of the Rec Centre. |

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| Essential skills, experience and qualifications | * Computer literate. * Able to communicate at all levels. * Trustworthy. * Professional attitude to work. * Hard working. * Can do attitude. * Polite. |
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| Job category (DWP use only) |  |
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| Number of hours per week | 25 Hours PW |
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| Working pattern and contracted hours (including any shift patterns) | 5 Hours per day totalling 25 hours per week  Day shift |
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| Hourly rate of pay | National Minimum Wage for age |

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| Details of employability support (training opportunities/mentor) |
| We have delivered the Intermediate labour market programme and managed from start to end- including recruitment, performance management and progression.  The programme is aimed at young people aged between 16-24. At Tranmere Rovers we will provide a dedicated member of staff to support and job coach the candidate within their role. The support will be on a one-to-one basis assisting the young person into gaining important life skills such as work experience in a real working environment, CV improvements and preparation for future job interviews as well as may others. The support will be provided from day one up to the young person’s completion date spending around one full day per week with them asking to complete a work/support journal to show progression. I will be the person supporting the young people throughout their time with us at Tranmere Rovers Football Club. Progress reports will be provided to all young people to complete at the end of every month so that we’re able to provide them with suitable support. This will also allow us to act upon any feedback they may have. If the role cannot be extended we will ensure to support the young person in securing employment based on the skills they have gained. |

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| Company name | Tranmere Rovers Football Club Limited |
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| Closing date for applications | 11th January 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) |
|  | Beechwood Recreation Center  12 Beechwood Drive  Prenton  Birkenhead  CH437ZU | Ellis Parr  HR & Compliance  07528570042  [ellisp@tranmererovers.co.uk](mailto:ellisp@tranmererovers.co.uk) | Apply by sending CV. Covering letter is optional | 1 | 4 | YES | ASAP |