

Kickstart Scheme jobs template

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.

Kickstart Scheme Application ID

(10 characters beginning with KS)

Job vacancy title

Maintenance Assistant

Company name

Tranmere Rovers Football Club

Company postcode

CH42 9PY

Job summary

Use plain text only. Do not use, for example, bullet points or tables to lay out this information.

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.

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 500 words)

Job role:

Work under the direction of Maintenance Manager to help maintain the facilities, buildings and premises across all of TRFC's sites.

Main duties:

Performance of upkeep tasks such as repairs, cleaning and decorating. Responsible for ensuring that facilities are tidy and functional.

Responsibilities:

- Perform painting and decorating tasks under the direction of the Maintenance Manager;
- Carry out repairs and minor fixes including repairs to seats, replacement of bulbs, etc.;
- Move furniture and carry out other heavy manual handling to assist colleagues;
- Assist in the installation of appliances and equipment;
- Carry out garden/yard upkeep by mowing lawns, collecting rubbish and jet washing etc.;
- Report to the Maintenance Manager for issues and tasks;
- Support colleagues in grounds maintenance in setting up the pitches for use including marking out under direction and setting up of temporary goals etc.;
- Match Day Duties – to work on the match day rota as directed and required by the Maintenance Manager in order to provide a timely response to cleaning, maintenance and systems failures.

Any other duties as required or directed by the Maintenance Manager.

Essential skills, experience and qualifications

Use plain text only. Do not use, for example, bullet points or tables to lay out this information.

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.

Essential requirements for the post:

- To be punctual and reliable;
- To take direction from the Maintenance Manager;
- Very good communication and interpersonal skills;
- Keen eye for detail;
- Physical stamina and dexterity;
- Ability to work alone or in a team environment;
- Flexibility and versatility to move between different tasks and challenges as they arise;
- Basic Knowledge of the Health and Safety at work Act;
- Willingness to be upskilled.

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 PW

Working pattern

For example, 9am to 1pm, Monday to Thursday.

Include any shift patterns.

(Maximum 100 words)

5 Hours per day totalling 25 hours per week

Possible weekend work on rota for matches

Hourly rate of pay

£ per hour or 'national minimum wage'

See www.gov.uk for further information on the National Minimum Wage.

National Minimum Wage

Employability support

Use plain text only. Do not use, for example, bullet points or tables to lay out this information.

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.

- How will you help to develop the young persons teamwork and communication skills?
- What training will the young person receive as part of the role?
- 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)

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 many 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.

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

State whether it is:

- Home working
- Office-based
- Field-based / travel
- Combination (home/office/field)

Prenton Park- Field based

2

Please provide a date.

ASAP

This is the number of people DWP will refer to you.

It doesn't guarantee all those people will apply.

10

Yes

If homeworking, enter 'home-based'.

Tranmere Rovers FC

Prenton Park

Prenton Road West

Birkenhead

CH42 9PY

Please provide all three of these (ensure you type the email address accurately).

Ellis Parr

HR & Compliance

ellis@tranmererovers.co.uk

Specify the closing date for vacancies at each location

When successful employed x2 applicants

Use plain text only.

How do you want the applicant to apply for this job?

- **Can they apply by phone? If so, give the full name and telephone number to contact**
- **Can they apply online? If so, give the full web address so they can copy and paste it**
- **Can they email their application? If so, give an email address (please ensure you type this accurately)**
- **Do they need a CV and covering letter?**
- **Who should they send it to?**
- **When is the closing date?**

Apply via Job coach with a referral code, then send over CV to myself. We will then organise an interview. Alternatively all roles will be advertised via our website listed below.

Job vacancies available through Kickstart Scheme - News - Tranmere Rovers Football Club

