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| **Kickstart Scheme jobs template** |

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| **Kickstart Scheme Application ID**(10 characters beginning with KS) | **KS3944376C** |
| **Job vacancy title** | Junior Recruitment Consultant  |
| **Company name** | Gement Ltd |
| **Company postcode** | WC2B 4HN |

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| **Job summary** |
| Gement GO! specialises in increasing talent and diversity in all areas and sectors of the construction industry. We operate at the intersection of engineering, higher education, and construction, and believe in constructing a more diverse and inclusive industry and challenging the outdated stigma around construction.For decades, construction has been an industry that has done little to be seen as more inclusive to those from all backgrounds and walks of life, including those with disabilities. Through our construction training programmes, coaching, and interactive workshops, we inspire more people to enter the industry and provide a pathway for upskilling.We are looking for someone passionate about making change, and disrupting the current market to bring about new innovation in the industry.You’ll join our fantastic team where you’ll grow and maintain our base of clients and potential clients. There are also plenty of opportunities available to learn and develop while helping achieve team success.You should also have a keen desire to build on your skill set, evidence of organisational skills and be able to hit the ground running within a fast-paced environment. As a small but growing start-up, our staff are at the core of Gement; you will play a crucial role here and your ideas and decisions will always be at the centre of our activities.**Duties and Responsibilities:*** Carrying out market research of the industry and identifying areas not yet tapped into.
* Managing all social media platforms, with a target to boost engagement.
* Regular reporting on engagement levels throughout all marketing content we produce and social media, including reporting on Google Analytics and SEO’s.
* Network in the local community to increase brand awareness.
* Creation of all marketing material for our website, social media channels and newsletters.
* Ideas on management of the marketing budget.

**Benefits:*** Opportunity to learn new skills in consulting, engineering, public speaking etc...
* Birthday bonuses
* Flexible work from home policy
* Regular team social events
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| **Essential skills, experience and qualifications**  |
| * Interest in designing and a creative mind.
* Ability to work remotely with a continually evolving work plan.
* Ability to plan and bring new ideas to the table.
* Excellent communication skills and good written English.
* Interest in working in a company which promotes sustainability.
* Ability to work in a fast paced, changing environment.
* Pro-active individual with a “can do” attitude who focuses and commits.
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| **Hours per week** | **25**  |
| **Working pattern** | 25 hours per week over 5 days  |
| **Hourly rate of pay** | NMW |
| **Employability support**  |
| **Training provided by Impactful Governance – CIC (Kickstart Gateway)****Month one of appointment:** Work preparation for *this* roleWeek 1 – session 1 Work Readiness Welcome to your new role* Working in different sectors
* Organisation types
* Achievement

Week 1 – session 2 Structures of organisations Expectations of the role* What employers need.
* Structures and reporting
* Leadership models
* Research on how we work
* Team work and individual roles

Week 2 – session 3 Applying yourself The wider community and your role in it* Emotional rewards or work
* Team roles
* Empathy in the workplace
* Interview skills
* Behaviours

Week 2 – session 4 Communications Communication & Action Planning* Conversation cycle
* Learning styles
* Voicing concerns the right way
* Inclusive practices
* Active listening
* Action Plan

**Month five of appointment:** Preparation for the *next* job (Job readiness)Session 5 & Session 6 Mentoring & Coaching* Support will be offered (for example helping with writing their CV and preparing for an interview). All of all modules as outlined in the Training Agreement. Each session will be for at least one hour. Sessions are held remotely over Zoom. The participant will provide feedback during their placement and after training, and this will be acted on if needed. As part of a signed agreement, employers will allow the employee to participate in the training and where sessions are in the evening or weekend, allow Time Off in Leu (TOIL). Each employee is scheduled into training programmes, informing the employer and the employee about the time and date and begins once started in the role.
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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 |
| **Home (50%)/** **Office Based (50%)** | **2** | **Immediate** | **50** | **yes** | 50% - Remote working from home.50% - Office based.Office Address: Aldwych House, 71-91 Aldwych, Holborn, London WC2B 4HN | Rebecca Rickwoodrebeccarickwood@gement.co.uk 07415062880 | **31st Jan 2022** | CV by email & interview appointment time to be agreed with employer by phone.rebeccarickwood@gement.co.uk | **Immediate** |