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| **Kickstart Scheme jobs template** |

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| **Kickstart Scheme Application ID** | **KS3944376C** |
| **Job vacancy title** | Exhibition Designer |
| **Company name** | Perfect Print Ltd  |
| **Company postcode** | KT16 0AT |

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| **Job summary** |
| * Developing and producing exhibition stand designs and 3d visuals using AutoCAD and Viz
* Design large format graphics for exhibition stands
* Produce technical drawings of custom-built stands for manufacture
* Client account management
* Working on-site at exhibition venues to oversee and aid the set-up of stands
* Graphic Design skills

Working within the design team, you will be producing drawings and graphics for account managers. |

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| **Essential skills, experience and qualifications**  |
| * Competent knowledge of AutoCAD in 2D and ideally 3D
* Adobe Creative Cloud including Photoshop, InDesign, and Illustrator
* Client facing account management role
* Large format graphic design
* Technical drawings
* Communicating and working alongside workshop teams and on-site technicians
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| **Hours per week** | **25** |
| **Working pattern**  | 5 hours per day (Mon-Fri) 25 hours p/w |
| **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 |
| **KT16 0AT** | **1** | **15/11/21** | **50** | **yes** | **Lodge 1&2, Lyne Hill, Lodge Lyne Crossing Road, Chertsey, Kent** **KT16 0AT** | Jane KellyTel: 07983975198**Email:** jane.kelly@creativeoutput.co.uk | **31/12/21** | CV by email & interview appointment time to be agreed with employer by phone or by email: info@urnsuk.com  | **Nov 21st**  |