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| **Kickstart Scheme jobs template** |

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| **Kickstart Scheme Application ID** | **KS3944376C** |
| **Job reference** | Impactful Governance (Gateway) |
| **Job vacancy title** | General Hand |
| **Company name** | Andrena Furniture Ltd |
| **Company postcode** | EN11 0NT |

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| **Job summary** |
| We are looking to employ a general hand to carry out a wide range of tasks in a busy and growing furniture factory. The successful applicant will be working as part of a team, assisting unloading and loading delivery vehicles, machining components, assembling furniture as well as being responsible for the general tidiness and upkeep of the workplace. The role will include a reasonable amount of heavy lifting so training in safe manual handling will be provided. |

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| **Essential skills, experience and qualifications** |
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| **Hours per week** | **25** |
| **Working pattern** | 25 hours p/w. Monday to Friday |
| **Hourly rate of pay** | NMW |

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| **Employability support** |
| **Month one of appointment:** Work preparation for *this* role  Week 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 |
| * **Workshop** | | **1** | **15-11-21** | **50** | **Yes** | **Geddings Road**  **Hoddersden**  **Hertfordshire**  **EN11 0NT** | **Ed Anderson**  [**ed.anderson@andrena.co.uk**](mailto:ed.anderson@andrena.co.uk)  **01922 451722** | **17-12-21** | **Send CV or phone:**    **Ed Anderson**  [**ed.anderson@andrena.co.uk**](mailto:ed.anderson@andrena.co.uk)  **01922 451722** | **21-11-21** |

September 2021  
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