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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** | Social Media Exec/Content |
| **Company name** | MKP Consulting Ltd |
| **Company postcode** | AL3 8LR |

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| **Job summary** |
| Barfi Bites has been making artisan chocolates filled with traditional Indian sweets since 2019 and the business has continued on an upward growth scale since. Our family run business has crafted chocolates and chocolate based snacks for online sale from the very beginning and demand has increased significantly including supplying business to business  We are looking for an energetic and passionate individual to join our close knit team to help deliver the quality that is known and loved by our customers.  **Responsibilities**  Responsibilities include but are not limited to the following:   * Assist in making chocolates which includes operating several pieces of equipment that are involved in chocolate making and decorating. Full training and support will be given. * Picking and Packing orders on a daily basis * Answering Telephone calls and Emails when required. * Providing quotes to customers for bulk orders * Content creation for social media platforms including Instagram, Facebook, TikTok and LinkdIn * Required to perform all duties as assigned and comply with quality, health & safety and good manufacturing policies and procedures. * Maintaining high standards and ensuring quality standards are achieved. * Running a clean, tidy and organised environment and maintaining all work areas, utensils and equipment |

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| **Essential skills, experience and qualifications** |
| * Enthusiastic and positive individual who has a thirst for learning * Organised, motivated with a can do attitude * Exceptional customer service skills with the mindset to go above and beyond for our clients. * Good spoken and understanding of English |

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| **Hours per week** | **25** |
| **Working pattern** | 25 hours p/w. Monday to Friday  (some weekend work is required) |
| **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 |
| Office | | **1** | 15/11/21 | 50 | yes | White Acre Green Lane, Markyate, Hertfordshire  **AL3 8LR** | [Minesh](mailto:minesh@barfi-bites.co.uk) Patel  07904376956  [minesh@barfi-bites.co.uk](mailto:minesh@barfi-bites.co.uk) | 17/12/21 | CV by email & interview appointment time to be agreed with employer by phone. | 22-11-21 |

September 2021  
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