

JOB DESCRIPTION

1. JOB DETAILS

JOB TITLE	Kickstart Project Coordinator
REPORTS TO	Creating Futures Manager
TEAM	Creating Futures
LOCATION	Mochdre
SALARY DETAILS	£26,035 pro rata / 20 hours per week / Fixed term until December 2021

2. PURPOSE

To work as part of the Creating Futures team, coordinating the Kickstart Scheme.

As part of the government's [Plan for Jobs](#), a new £2 billion Kickstart Scheme will create hundreds of thousands of new, fully subsidised jobs for young people across the country.

The 6-month placements are open to those aged 16-24 who are claiming Universal Credit and at risk of long-term unemployment.

As a gateway employer, we will be a host organisation for our partners and support 30 young people in numerous roles across Creating Enterprise, Cartrefi Conwy, Brenig Construction, Clwyd Alyn Housing Association and PF&S Ltd.

3. WHAT IS CREATING ENTERPRISE

Creating Enterprise, part of Cartrefi Conwy, is an award-winning building and maintenance contractor based in North Wales.

We provide a wide variety of property maintenance services to the public and private sector and specialise in Modular Construction, building timber framed Passivehaus homes.

As a social enterprise, we're able to demonstrate a strong social value as we invest our profits back into employment initiatives via our Creating Futures Academy.

The Academy supports social housing tenants and local people with a range of employment services helping those struggling to find work get into a job, training or volunteering opportunities.

Creating Enterprise also holds the licence to deliver innovative Wales-wide learning and development programmes for companies, social enterprises and public bodies. Social Enterprise Academy Wales offers a variety of programmes from introductory level through to advanced supporting organisations through each stage of their growth.

4. MAIN ACCOUNTABILITIES

To provide fortnightly mentoring support and soft skills sessions to each participant.

To keep in regular contact with each participant and line manager, ensuring adequate support is provided by each Work Buddy and that continuous progress is made and monitored.

To ensure an action plan is completed and updated for each participant who is being supported and maintain accurate and up to date records of progress.

To provide tailored support to individuals with CV writing, completing job applications, sourcing appropriate job vacancies and improving interview skills.

To assist participants to find work at the end of their fixed term contracts by identifying suitable and appropriate job opportunities and matching them to those opportunities.

To work both individually and in small groups to support in writing CVs and completing application forms.

To identify suitable training opportunities and ensure that participants are encouraged to undertake the training.

To travel across the region in North Wales, providing support at the participants' place of work.

To promote the work of the Creating Futures team in the community to attract more participants and closer working relationships with external organisations.

To actively source local employment opportunities with local businesses.

To work closely with all colleagues in the Creating Futures team, supporting each other as required.

To carry out any other duties within the individual's skills capacity.

5. CORPORATE ACCOUNTABILITIES

To actively support the overall delivery of Creating Enterprise's objectives to provide an excellent, innovative and truly customer focused service.

As a representative of Creating Enterprise, to promote and always maintain a positive attitude and image.

To positively promote Creating Enterprise's values, constructively challenging traditional ways of working, contrary behaviour or comments.

To ensure feedback is actively sought in order to inform service improvement for customers and develop more efficient and effective ways of working.

To ensure compliance with Creating Enterprise's Standing Orders, policies and procedures.

To support the development, review and implementation of policies and procedures, in particular of:

- Health, safety and welfare initiatives
- Creating Enterprises' principles on Equality and Diversity
- Risk management initiatives
- Performance management practices

To utilise ICT technology and systems effectively by developing appropriate skills, adopting efficient business processes, and maintaining data securely and accurately.

To work collaboratively where required.

6. WORK CONTEXT (environment, type of equipment)

The post holder is office based with a requirement to travel locally. The regular use of ICT systems

and technology is an essential requirement of this post.

7. AUTONOMY AND DECISION-MAKING (limits and freedoms)

Work is typically self-paced. The post holder has the flexibility to decide what order tasks are done, however, all tasks will be expected to be completed to deadline or by priority set.

8. COMMUNICATIONS (the main communications that take place, frequency, purpose and method)

INTERNAL	Managers, supervisors and colleagues of Creating Enterprise and Group Cartrefi on a daily basis via email, telephone/ written communication and face to face.
-----------------	---

EXTERNAL	A range of stakeholders, external partners and contractors via email, telephone/ written communication and face to face.
-----------------	--

9. AREAS OF COMPLEXITY (what provides most stretch)

Prioritising a busy workload with, at times, conflicting priorities. Meeting the needs of a growing and changing company by demonstrating flexibility and openness to adapt.

10. AGREEMENT

Job Holders' Signature:

Date:

Line Managers' Signature:

Date:

PERSON SPECIFICATION

Cyflynydd Prosiect Kickstart

GWYBODAETH, SGILIAU A PHROFIAD		
Experience of providing support to create a high quality CV, job search and interview support for job seekers	Essential	Application Form / Interview
Driving licence and use of a car* (Ability to drive category D1 vehicles)	Essential	Application Form / Certification
Excellent communication skills and the ability to encourage individuals to overcome barriers to work	Essential	Interview
Experience of building relationships with employers to identify vacancies	Essential	Interview
Excellent organisational and presentation skills	Essential	Interview / Presentation
Experience of using distance travelled measuring tools	Desirable	Interview
Experience of working to, and meeting KPIs	Essential	Application Form / Interview
Experience of communicating with employers to arrange interviews and obtain feedback	Desirable	Application Form / Interview
Experience of supporting individuals to find employment	Essential	Application Form / Interview
Experience of delivering employability training sessions	Desirable	Application Form / Interview
Ability to develop positive working relationships with internal and external stakeholders	Desirable	Application Form / Interview
Excellent IT skills	Essential	Application Form / Interview
Knowledge of recruitment practices and employer assessment methodology	Essential	Application Form / Interview
Willingness to work in a team, showing a flexible attitude and	Essential	Application Form / Interview



prepared to work out of hours as required		
Commitment to achieving the aims of and values of the organisation and being a positive role model	Essential	Application Form / Interview
Welsh Language Skills (at least Level 3)	Highly Desirable	Application Form

