

Kickstart Scheme jobs template

Email your templates, as a **Word file**, to: eve.riley@emc-dnl.co.uk

We will email to let you know when your vacancies are live on our system.

Your Kickstart Scheme jobs will be advertised to candidates by DWP and our work coaches. We will only provide funding for candidates referred to you by DWP.

If you recruit candidates through your own advertising activity, you will not receive funding for those individuals.

Completing the template

You may need to save several versions of this blank template, depending on how many roles you are submitting.

You must only submit job templates for the number of roles specified in your Grant Offer Letter.

A template must be completed for each job you are offering. For example, if you are offering 30 jobs split across two roles – a clerical assistant and a retail assistant - you need to complete two templates.

You must complete the template at the end of this form. If your jobs are in more than one location, use a row for each.

Please do not use acronyms when completing this document.

Kickstart Scheme Application ID (10 characters beginning with KS)	KS85199B46
Job vacancy title	Chesterfield Local Carbon Club Coordinator
Company name (as per Employer Agreement)	Don't Do A Dodo Ltd
Company postcode	S42 7LR

Job summary

Use plain text only. Do not use, for example, bullet points or tables to lay out this information.

Summarise the job, to give an overview of the main responsibilities and key activities that the person will be carrying out. It is not necessary to give lots of background about your company.

If the job is homeworking, please specify:

- if there will be a requirement to attend a work location during the 6 months of employment
- the address and postcode of the locations they will be required to attend
- how often they are expected to attend these locations

(Maximum 500 words)

Don't Do A Dodo Ltd. would like to engage an enthusiastic person to join the company's Local Carbon Club in Chesterfield. The purpose of a 'Local Carbon Club' is to try and influence the behaviour of ordinary householders so that they join in the fight against climate change.

The jobholder will support local householders as they sign up to offers for low carbon products such as solar panels, smart thermostats, and low energy LED lightbulbs.

The role specifically involves setting up new product and service offers on Don't Do A Dodo's cloud-based sales portal, and fully documenting them on both the portal and on the company's website. The jobholder will also then handle enquiries from prospects about product offers, and support new customers along their installation journey e.g., by answering queries about supplier installation dates or resolving snagging issues as part of the aftersales process. In this sense, the jobholder will be a 'consumer champion' within the company, helping to ensure that our customers experience superb service both before, during and after acquisition of low-carbon products and services.

The overall goal is to give local householders the gentle push they need to make them act in the best interests of their locality and of society, by helping them to invest great-value, low carbon solutions for the home. The Chesterfield Local Carbon Club is, in fact, the first of several such Clubs that Don't Do A Dodo Ltd plans to establish across the country, so it's important for the jobholder to adopt an innovative, questioning mindset. We want to prove and refine our business model before beginning a national roll-out so are looking for a motivated individual to help us get the best possible learnings from the Chesterfield operation.

The role will involve a mix of home and office-based working as part of a team who are used to remote, online collaboration. When in the office, the jobholder will be based at Monkey Park Community Hub at 128a Chester St, Chesterfield S40 1DN, on average for one full business day per week. The rest of the working hours can be carried out from home, using remote access software. The jobholder will have to attend online meetings and learning events, as part of their home-working schedule.

Essential skills, experience and qualifications

Use plain text only. Do not use, for example, bullet points or tables to lay out this information.

Are there any essential skills, experience or qualifications the person needs to do this job?
For example, a driving licence.
Bear in mind that lots of essential criteria may result in fewer applications.

The jobholder needs, above all, to have a passion for fantastic customer service, and any relevant experience in a customer-facing role will therefore be of interest to us. The successful candidate will be able to perform service tasks with a high attention to detail and strong organisational skills. An ability to communicate clearly in speech and in writing is vital, with word processing, spreadsheeting and general office computer experience extremely desirable. Team working and listening skills, and a constructive and enquiring approach, are also sought.

Specific experience of order processing, enquiries and after-sales roles would also be of interest though none is essential.

Knowledge of low carbon products and services is not required as full advice, training and guidance will be given as needed. That said, a general desire to join in the fight against climate change would be most welcome.

Hours per week

This should be a minimum of 25 hours per week on average each month.
Only enter whole hours (for example, do not put 25.5)

25 hours per week

<p>Working pattern For example, 9am to 1pm, Monday to Thursday. Include any shift patterns. (Maximum 100 words)</p>	<p>We are open to flexible hours spread across the 5 days of the normal working week, in order to allow for personal work/life balance.</p> <p>It will, however, be necessary to work at least one full 7-hour business day per week at Monkey Park Community Hub at 128a Chester St, Chesterfield S40 1DN. This day will usually be a Thursday, but we will be as flexible as possible for the right candidate.</p>
<p>Hourly rate of pay £ per hour or 'national minimum wage'</p> <p>See www.gov.uk for further information on the National Minimum Wage.</p>	<p>National minimum wage, in line with Kickstart scheme requirements</p>

Employability support
Use plain text only. Do not use, for example, bullet points or tables to lay out this information.

As part of your agreement, Kickstart Scheme participants must be provided with support, to improve their employment prospects and help them move into long term sustained employment.

1. How will you help to develop the young persons teamwork and communication skills?
2. What training will the young person receive as part of the role?
3. How will you help the young person improve their job prospects?

You will have already submitted this information, as part of your Kickstart Scheme application.

Note: Please tell us if this support is being provided by a third party. You will need to tell us:

- who is providing the support
- when and how often
- how it will be delivered
- where it will be delivered (online or at a separate location)

East Midlands Chamber will ensure that all young people participating in the Chamber's Kickstart Scheme will receive a dedicated programme of support identified through a personal Action Plan that will support their employability skills and help them be in a better position to find work.

Structure of Programme

Start:

- Assessments: English, maths, digital and neurodiversity assessments would be undertaken
- Employer engagement: Early engagement to identify any additional support needs and employment opportunities beyond the placement to tailor the programme
- Action Planning: Bespoke and tailored action plans to develop the skills and employment prospects of each individual

Mid Programme:

- Online learning: Use of online learning platform for English, maths and digital skills.
- Webinars: Delivery of a series of employability and job-related webinars and Work With Me sessions
- Neurodiversity support: Monthly neurodiversity strategies (where applicable)

End:

Employer Feedback: To review the process with the employer and to obtain feedback

Exit Interview: A review to discuss the programme and future goals or progression

New Action Plan: To create a new action plan detailing the next steps milestone, actions and aims for work or training after the placement.

Don't Do A Dodo Training

In addition to EMC's own training, on-the-job-training will be given personally by the Don't Do A Dodo directors, focusing especially on: customer services, communication and team working skills; plus it will include specialist advice and guidance on low-carbon products and services.

The successful jobholder will also learn day-to-day and thus gain invaluable experience in a customer services environment where a total commitment to service excellence is the norm.

Working in the low-carbon sector will help position the jobholder advantageously in the employment market as the new world of "green jobs" emerges in the UK in the 2020s and beyond.

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
<p>The job is predominantly home-based , with the exception that one full business day per week, lasting 7 hours, must be carried out at Monkey Park Community Hub at 128a Chester St, Chesterfield S40 1DN.</p> <p>The 18 remaining work hours can be performed remotely from home.</p>	One	As soon as possible.	No more than ten.	The Monkey Park office is roughly 400 yards away from the nearest bus stop.	<p>18 of the 25 hours per week are home-based.</p> <p>The other 7 hours of the week, which must all be performed in a single business day, are based at Monkey Park Community Hub at 128a Chester St, Chesterfield S40 1DN.</p>	Nigel Timperley, nigel@dontdoadodo.com , 07905181162	There is one job. Closing date for applications is 30 June 2021.	<p>All applications should be made in writing by sending an email to nigel@dontdoadodo.com..</p> <p>The email should have a covering letter and a CV attached.</p>	As soon as possible but ideally no later than 1 st August 2021.