

 **INTRODUCTION TO THE NEW [2020] DWP / POLICE CLUBS’**

 **‘KICK START’ PROGRAMME**

Thank you for expressing an interest in our programme for sports club members which we are administering through funding from HM Government - Department of Works and Pensions [DWP].

You will not be surprised to know, that as the Police Community Clubs of Great Britain Limited [Police Clubs] predominately focus on engagement with Amateur Boxing, we are offering boxing clubs throughout the United Kingdom an opportunity to participate in the project which we believe provides huge benefits to both the individual member[s] selected and the club itself.

If you enter into this programme, you will join potentially, hundreds of other similar sports clubs active in various sports across the United Kingdom who are taking advantage of this ‘FREE’ service.

The purpose of this project is to provide unemployed members of sports clubs’ employment, skills to enhance their personal CV, aiding progress to gain substantive employment and, by demonstrating a commitment to the agreed roles, increase their personal employability status.

**All this whilst remaining within their respective club.**

**Importantly: *‘There is no cost what so ever to candidate or club’***

**Criteria**

The broad criteria for the funding these employment posts are:

+ Open to all gender;

+ For those aged between 16 and 24 years;

+ Currently  unemployed / receiving Universal Credits;

+ Currently NOT in education;

+ Candidates will be expected to carry out 25 hours of employment per week within their club;

+ They may or may not be current members of sports clubs;

+ **If they are not currently a member of your club**, the club may identify a candidate, allowing him / her to become a member of your club [like any other member of your club, they must reach the threshold of membership set by England Boxing]. Upon full membership of the club, this new member may then be nominated to the Police Clubs to be included in this programme.

**NOTE:**  *It is anticipated that boxing clubs will nominate 1 or possibly 2 persons to participate in this programme – the over-riding principle is that your club must be able to demonstrate that the post[s] offered are meaningful and justify paid employment for 25 hours per week.*

Process of Application [By your Boxing Club]:

This programme will be advertised UK wide through press and social media etc;

* Contact should be made with the Police Clubs’ Offices

The Administrator

Police Community Clubs GB

Tel: 01202 768758

MB: 07776 393538

E: headquarters@policecommunityclubs.org

* We will then discuss your application with your Club representative [who has the authority to enter into an agreement on behalf of the club];
* Your club may nominate person[s] fitting the **criteria** above and in discussion with the Police Clubs, you will agree an appropriate role and job description;

The following stages [in blue]are carried out by the Police Clubs;

* The Police Clubs will support you and your nominee with any application process required by the Department of Work and Pensions DWP;
* The Police Clubs will then submit the details of the nominee, the proposed role and job description to the DWP;
* If accepted by the DWP, the Police Clubs will contact Job Centre Plus [JCP] where the post will be registered;
* Once notified that the post is registered by the JCP the Police Clubs will then notify you and then arrange the formal six month employment of the candidate by the Police Clubs.
* All nominees accepted as an employee of the Police Clubs Limited will receive the current governmental minimum wage.

**Current HM Government wage rates [Showing example wage scales for 25 hour working week:**

AGE RANGE CURRENT RATE WEEKLY 6.MONTH 16 to 17 years 4.55 per hour 113.75 2,957.50

18 to 20 years 6.45 per hour 161.25 4,192.50

21 to 24 years 8 .20 per hour 205.00 5,330.00

The Police Clubs Limited will also pay the appropriate National Insurance.

**With regard to the continuing status of the employee - the following applies:**

* Albeit, he / she will be directly employed by the Police Clubs GB Limited, they will remain a registered member of the host club, Regional Association and their National Governing Body [NGB];
* Having agreed with the Police Clubs what role the candidate shall carry out within the host club, the host club will retain the nominee as its member whilst being directly employed by the Police Clubs GB Limited.
* It is anticipated that there will be minimal intervention from the Police Clubs excepting where this is requested by the club or the candidate consistently fails to attend at times agreed with his club, regularly absences him / herself for no or unacceptable reasons and / or consistently fails to carry out their duties etc;
* We were informed of this programme on 5th October 2020 with a governmental announcement anticipated circa 2nd November 2020. It therefore follows that successful nominees will commence on or after the 2nd November 2020.
* We await receipt from the DWP, details of any literature fully outlining what paperwork, if any will be required from your club during the period of employment. We anticipate that it will be minimal.

**With regard to the continuing status of the host club - the following applies:**

This programme is open to all NGB Boxing Clubs throughout the United Kingdom, there is **no** requirement for clubs to become affiliated members of the Police Clubs of Great Britain - [in your case, our Amateur Boxing Section].

**Apart from gaining a paid employed member[s] of your club – What does the club gain from this partnership with the Police Clubs of Great Britain?**

Once formal engagement of your nominee[s] as an employee has taken place, your club will receive a parachute payment of £500 for EACH candidate who is accepted as an employee within this programme.

ROLES WITHIN THE POLICE COMMUNITY CLUBS GB [PCCGB]

SPORTS EMPLOYMENT ‘KICK START’ PROGRAMME

The following activities and roles within Police Community Clubs ‘Kick Start’ programme are not exhaustive and your club may have various other job roles we could consider:

**NOTE:** Whilst some tasks and roles may be straight forward, some will need a degree of one to one assistance or supervision.

**Door-keeper** Which may include taking fees, answering the telephone or dealing with new members or face to face enquiries and in doing so, promoting the club activities and events]

**Gymnasium & Kit cleaning / sterilisation** [both prior and post session];

**Gymnasium preparation** [setting out equipment as directed];

**Securement of all kit and equipment** [post – session];

**Expanding / supporting Social Media** provision of up to date details of club sessions, events and seeking out new membership];

**Build / maintain the club web site** Where the employee has the appropriate skill set;

**Club vicinity cleansing**;

**Refurbishment of the gymnasium** [Where appropriate and within the capability of the employee] painting, floor sanding / varnishing, maintenance of equipment,

**Driver of Club vehicle** [The host club will be required to evidence appropriate insurance[s] to the PCCGB to cover the employee if this option is selected]

**Club Lead Welfare Officer / Assistant Club Welfare Officer** [Dependant of holding the appropriate qualification and aptitude]

**Club Lead 1st Aid Officer / Assistant Club 1st Aid Officer** [Dependant of holding the appropriate qualification and aptitude]

**Current NGB Registered Boxing Leader, Current NGB Registered Coach [at any level]** [Dependant on the duties allowed under any of these posts – such duties can be classified as a part role for employment purposes];

**‘Covid 19 Safe’ Club Lead**:

Against the NGB provided Risk Assessment schedule ensure continued compliance including [but not exclusively] replenishment of appropriate hand gels, personal sprays and washes, continuous managed cleaning of common use exit and entrance handles, maintenance of related signage and social distancing markings.

**NOTE**: If the nominee is currently a **boxer** or **registered coach**, these activities can be included within the employment role but, must include other appropriate role[s]

Requirements of the programme

In order to secure the most advantageous benefits for the host club and to give added value to the programme, the majority of candidates will be required [subject to the caveats below], to complete the following courses [***all fees will be paid by the Police Clubs***]:

1. All participant employees who are to hold a regulated role [eg: Boxing Coach, Boxing Leader, Welfare Officer etc] and are not ‘currently’ holding the appropriate certificates for Safeguarding and Protecting Children and 1st Aid, will be required to attend these certificated courses;
2. All participants must complete a Olympic Boxing Leader course even if they hold a current registration with England Boxing as a Coach or Boxing Leader;
3. All participants will be introduced to the Police Clubs’ ‘Community Engagement Programmes’ and advised on pathways to engage with hard to reach communities both within and beyond the club on behalf of their club.

**NOTE: All courses will be delivered within the constraints imposed currently by the respective NGB’s, in relation to the Covid 19 pandemic.**

If you wish to proceed to submitting an application on behalf of a candidate[s] please forward the following details of the candidate[s] to:

headquarters@policecommunityclubs.org

**INFORMATION TO BE FORWARDED:**

Full Name of Candidate:

Male / Female

Date of Birth

Age

Nat Insurance Number

Full home address including post code

Candidate telephone number

Candidate E mail address

Name of host club

Club full address including post code

ROLE[S]:

ALSO - Provide all the roles each nominee will be given within your club

**PLEASE – Let us know if the candidate is an active registered boxer or coach [stating what level]**

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