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**INTRODUCTION TO THE DWP / POLICE CLUBS’**

**‘KICK START’ PROGRAMME**

**A MESSAGE FOR ALL COMPANIES / ORGANISATIONS**

Thank you for expressing an interest in the Department of Work & Pensions ‘Kickstart Scheme’.

Since this scheme was introduced in October 2020, we have provided over 160 Placements and expect to have facilitated many more over the next few months.

This participation in the Kickstart Scheme is providing huge benefits to both the individual Placement[s] selected and the host club.

This **‘ENTIRELY FREE’** service is administered by the Police Clubs GB.

The purpose of this project is to provide unemployed young people 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 learning the role[s] you have chosen within your club.

**Importantly: *‘There is no cost what so ever to the Placement or yourselves ’***

**Criteria**

The broad criteria for the funding these employment roles are:

***+ Open to all gender;***

***+ For those aged between 18 and 24 years;***

***+ Currently  unemployed / receiving Universal Credits;***

***+ Currently NOT in education;***

***+ Placements will be expected to carry out 25 hours of employment per week.***

**NOTE:** Whilst some clubs have nominated 3 or 4 posts to act in various roles, the vast majority have requested 1 or 2.

There is a list below which gives a broad brush picture of various roles which you may wish to consider [clearly there is a myriad of roles that could be suitable for you which are not listed here].

It is anticipated that you will nominate 1or 2 roles to be employed in this programme however, as stated above – you may nominate more, the over-riding principle being that you are able to demonstrate that the post[s] offered are meaningful and justify paid employment for 25 hours per week*.*

Process of Application :

Contact should be made with the Police Clubs’ Offices [details below]:

* We will then discuss your application with you or your representative [who has the authority of the club to enter into an agreement on behalf of the club];
* We will, in discussion with you agree appropriate role[s] and job description[s] and confirm your ability to provide meaningful employment for the stipulated minimum of 25 hours per week;
* You may well identify suitable person[s] / members fitting the criteria. Such identified persons may of course apply for the post in the manner set out below – The Police Clubs do not necessarily wish to be informed of details of this person[s] initially and no promises of their future employment should be made to them;
* The Police Clubs will then submit the details of the proposed role [job] and job description to the DWP;
* The role will then be forwarded by the DWP to the Job Centre Plus [JCP] where the post will be advertised;
* All applications who submit a CV, will be shared by the Police Clubs with you or your representative and a joint decision will be made of who is to be the successful applicant and a start date agreed albeit, you will make the final selection as no ‘host’ will be forced to engage anyone that they do not feel are suitable for the role.

All Placements will be employed and paid from the start date. They will receive the current governmental minimum wage as shown below:

The ‘NEW’ National Minimum Wage Rates per Hour [from April 2021]

For the purposes of this Kickstart employment of 25 hours per week – The following applied from April 2021:

**AGE RANGE RATE WEEKLY 6.MONTH**

**18 to 20 years 6.56 per hour 164.00 4,264.00**

**21 to 22 years 8.36 per hour 209.00 5,434.00**

**23 to 24 years 8.91 per hour 222.75 5,791.15**

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

All wage payments will be made monthly in arrears directly into the Placements nominated personal account.

Payment will be made on the last Thursday in each month directly into the Placement’s bank account.

The Placemen will be entitled to 14 days holiday during the full term of his / her employment.

With regard to the continuing status of the Placement - the following applies:

* The Placement will be at all times by an employee of the Police Clubs GB;
* Having agreed with the Police Clubs what role the Placement will carry out, the host club is responsible for ensuring that it is performed as agreed;
* A Regional Development Manager appointed by the Police Clubs will maintain contact with you during the Placement. This contact will result in a simple monthly return from yourselves;
* Beyond this, there is an expectation that the Police Clubs will have minimal involvement with the management of the Placement excepting where you request intervention whereby the Placement consistently fails to attend at times agreed with you, regularly absences him / herself for no or unacceptable reasons and / or consistently fails to carry out their duties etc;
* The Police Clubs office and/or the Regional Development Manager of the Police Clubs will be available during working hours to give advice to both you and the placement;

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 the formal engagement of the Placement has occured, you will receive a parachute payment of £500 for EACH Placement who is accepted as an employee within this programme. This fee will assist the club in its role in managing and preparing the Placement for future applications for jobs / employment and to assisting the Placement during the Kickstart six months employment period.

This payment will be paid into your [host club / company] nominated account one month after the Placements commencement day.

SUGGESTED ROLES WITHIN THE BOXING CLUB ‘KICK START’ PROGRAMME

The following suggested activities and roles within clubs, organisations or companies are by no means exhaustive and you may have various other job roles we could consider:

**NOTE:** Whilst some tasks and roles may be routine and non-taxing, some will need a degree of one to one assistance or supervision.

**NOTE**: *Which ever role is chosen, they MUST fit the required criteria as above and YOU must abide by our Agreement which requires you to provide support and training to become more employable and to manager the Placement in a responsible and caring way.*

*Remember, your roles will be placed with the Job Centre Plus and they will reach a myriad of skills and abilities that you may not normally consider but if filled, it can enhance both the profile and profitability of your organisation. Remember this is a free service to you.*

Cleaner

Receptionist

Club Manager [ + Assistant to existing post holder]

Web Builder or Web Master [ + Assistant to existing post holder]

Expanding / supporting Social Media

Media & Marketing Lead [ + Assistant to existing post holder]

Development Manager [ + Assistant to existing post holder]

Secretary [ + Assistant to existing post holder]

Administrator [ + Assistant to existing post holder]

Treasurer [ + Assistant to existing post holder]

Bid writer / fund raiser [ + Assistant to existing post holder]

Community Engagement Programme Lead [ + Assistant to existing post holder]

Refurbishment Painter / Decorator [ + Assistant to existing post holder]

Qualified Coach \* [ + Assistant to the Qualified Coach or Coaching team]

**\*** This post holder must be currently registered with a NGB if appropriate.

NOTE: Athletes [Boxers] may include time spent in the club ‘training’ as time engaged in the programme providing that they hold another appropriate role.

Requirements of the programme

All prospective Host Employers must provide comprehensive, caring and safe management of the Placement whilst maintaining appropriate contact with the Police Clubs GB [Employer]

If you wish to discuss this Free Service please contact:

[headquarters@policecommunityclubs.org](mailto:headquarters@policecommunityclubs.org)

Tel: 01202 768758 Monday to Friday 9am – 6pm Saturday 9am – 12.30

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