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| **Kickstart Scheme jobs template**  Email your templates, as a **Word file**, to: [**Kickstart.grantapprovalteam@dwp.gov.uk**](mailto:Kickstart.grantapprovalteam@dwp.gov.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. |

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| **Kickstart Scheme Application ID** (10 characters beginning with KS) | **KS8B76C781** |
| **Job vacancy title** | Administration Assistant |
| **Company name** | Polka Theatre |
| **Company postcode** | SW19 1SB |

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| **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 |
| **JOB SUMMARY**  (Maximum 500 words)    **Administration Assistant** is an exciting new role providing efficient support to the Executive Director, Artistic Director and Head of Finance and Administration. This includes a range of tasks and responsibilities to make sure important information is effectively communicated and everyone at Polka has everything they need to do their jobs to the best of their ability. This is an office-based role involving communication with a variety of people both inside and outside Polka e.g. your colleagues in other departments as well as visitors and guests who come to Polka.    **Key areas of responsibility**  Assisting  Support the Executive Director as required, including preparing emails, letters and answering phone calls, managing calendars and supporting guest visits.  Support preparing papers for Board of Trustee meetings, and facilitate those meetings with communications to Trustees  Set up Zoom as well as external meetings, booking meeting spaces if required.  Arrange travel and accommodation as requested by the Executive Director.  Researching and setting up training and other events for staff.  Support the Head of Finance and Administration and Finance Officer with chasing expenses for senior team.  Support in managing the online filing systems.  Keeping the organisation-wide diaries up to date.  Researching new areas of work as requested by the Executive Director.    Administration  Support the Executive Director to coordinate data for the Arts Council England (ACE) annual survey in June 2022.  Take minutes and support actions of operations, working groups and other meetings.  Support the set up and quarterly meetings and following actions of the Green and Access/Inclusion working groups.  Manage the collection and distribution of post (letters, invoices etc) in liaison with Finance.  Manage stationary requests from everyone within the building, place orders on their behalf and organise distribution.  Support maintaining the leased office equipment.  Support coordination of IT and phone requests for new users.  Organise gifts and cards when necessary (e.g. if someone has a baby or is off work for a long time)  Assist in organising social events for the team at certain, celebratory times of the year.    General  Make sure there are appropriate refreshments in the staff kitchen  Make sure the offices are kept tidy and clean on a day to day basis.  Report any health and safety hazards or IT/telephone issues to the Operations team and help to fix them.  Support the Operations Assistant and Finance Officer as required.  Other general administrative duties as agreed by the Executive Director    Duties and responsibilities of all team members as listed in full role description at www.polkatheatre.com    Polka is a pioneering national theatre for children aged 0 to12 years old, based in Wimbledon, South West London. We are a charity and one of Arts Council England’s National Portfolio Organisations. Polka was the first venue in the UK to be created exclusively for young audiences in 1979. |

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| **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. |
| **Essential skills, experience and qualifications**  (Maximum 250 words)  Aged 18 to 24 and on universal credit to be eligible to apply as part of the government’s Kickstart Scheme. Due to child protection issues we can only accept 18 to 24 year olds.  An interest in the arts and children’s theatre.  A positive and can-do attitude.  Confidence and friendliness when dealing with guests and visitors.  Able to work in collaboration with other people.  Able to deal appropriately with confidential information.  Able to deal with a wide range of people at all levels using tact, diplomacy and patience.  Able to work calmly under pressure.  Excellent time management skills.  Excellent communication skills, both written and verbal.  Excellent organisational skills, with attention to detail and a methodical approach to work with high level of focus and accuracy  Excellent office skills and computer literacy, including Microsoft Office suite, Word, Outlook, Excel.  Quick to adapt, pick up new IT packages and willingness to learn. |

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| **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. |
| **Working pattern**  For example, 9am to 1pm, Monday to Thursday.  Include any shift patterns.  (Maximum 100 words) | 25 hours per week worked over 4 days, suggested be as follows  Tuesday to Thursday working 7 hours with 1 hour unpaid lunch break, Friday 4 hours  Final schedule to be agreed to suit you and Polka  Additional hours may be necessary to fulfil the requirements of the post.  This could include evenings and weekends, and travel out of London when required.  We operate a Time off in Lieu, TOIL, system. |
| **Hourly rate of pay**  £ per hour or ‘national minimum wage’ See www.gov.uk for further information on the National Minimum Wage. | £20,000 per annum pro rata (equivalent to £10.99 per hour if you worked full time at 35 hours per week). |

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| **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) |
| **Employability support**  (Maximum 250 words)  Polka will provide on the job training and coaching alongside in-house training in key areas.    Line managers and the Executive Director provide regular coaching sessions, 1 to 1 mentoring and bespoke support in areas such as CV writing, interview skills, improving confidence and customer service, depending on the needs of the role and the ambitions of the applicant.    Polka provides a programme of in-house training for all core staff including child safeguarding, fire and health & safety, access and disability awareness, data protection and, where suitable, first aid.  In addition, Kickstarters will receive job-specific training through attending role-appropriate conferences and training in use of Spektrix (our database system) through a range of online webinars. |

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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 |
| **State whether it is:**   * **Home working** * **Office-based** * **Field-based / travel** * **Combination (home/office/field)** |  | **Please provide a date.** | **This is the number of people DWP will refer to you.  It doesn’t guarantee all those people will apply.** |  | **If homeworking, enter ‘home-based’.** | **Please provide all three of these (ensure you type the email address accurately).** | **Specify the closing date for vacancies at each location** | **Use plain text only.**  **How do you want the applicant to apply for this job?**   * **Can they apply by phone? If so, give the full name and telephone number to contact** * **Can they apply online? If so, give the full web address so they can copy and paste it** * **Can they email their application? If so, give an email address (please ensure you type this accurately)** * **Do they need a CV and covering letter?** * **Who should they send it to?** * **When is the closing date?** |  |
| Office-based | 1 | ASAP | No Maximum | Yes – within walking distance of Wimbledon mainline station, underground, tramlink and buses | Polka Theatre 240 The Broadway, Wimbledon, London SW19 1SB | Lynette Shanbury, Executive Director at [lynette@polkatheatre.com](mailto:lynette@polkatheatre.com)  Tel 020 8543 4888 | 28 February 2022 ideally but later to ensure right applicant is found | Please complete our application form, accessed on our website at <https://polkatheatre.com/jobs/> ensuring you address each area of the person specification.  Submit your application, outlining your suitability for the role to, Lynette Shanbury, Executive Director at [lynette@polkatheatre.com](mailto:lynette@polkatheatre.com)    Please also complete the equality monitoring form via this SurveyMonkey link:  <https://www.surveymonkey.co.uk/r/89F8QBH>  If you would like to discuss this role in more detail please call Lynette Shanbury, Executive Director on 020 8545 8323 or email [lynette@polkatheatre.com](mailto:lynette@polkatheatre.com)  **Access information** if you require this information in a different format please call us on 020 8543 4888 or email [lynette@polkheatre.com](mailto:lynette@polkheatre.com) | March 2022. |
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