



Guidance

A template must be completed for each Job Placement role that is being offered. For example, if the 30 Job Placements are split across two roles, clerical assistant and retail assistant, you need to complete two templates. Please do not use acronyms when completing this document.

DWP Bid Unique Identifier	To be completed by DWP only.
Job Placement title	Enter the title of the Job Placement you wish to fill.
Job Placement summary	Enter a description of the Job Placement. Include details of the main responsibilities of the role and the key activities that will be carried out. Please do not use bullet points for this information. Max Character Limit of 4000
Skills, experience and qualifications	Enter details of any skills, experience or qualifications that are preferred or required for the role. For example, a driving license. Please do not use bullet points for this information. Max Character Limit of 2000
Job category	To be completed by DWP only.
Number of hours per week	Enter the number of hours per week. Only enter a 2 digit number (Minimum 25)
Working pattern and contracted hours (including any shift patterns)	Enter the working pattern. Max Character Limit of 200
Hourly rate of pay	Enter the hourly rate of pay. If this will be the national minimum wage enter the wording: National Minimum Wage See www.gov.uk for further information on the National Minimum Wage.



KICKSTART SCHEME

Details of employability support (training opportunities/mentor)

Kickstart participants must be provided with support to improve their employment prospects to help them move into long-term sustained employment. Describe what support will be offered. This may have been included in your application to Kickstart. Max Character Limit of 2000

Note: If this is being provided by an intermediary body you should enter this here.

Company name

Enter the company name for the Job Placement.

Using the table please provide details for each Job Placement by location.

The employer Job Placement reference number (where applicable).

If there is one location complete the first line only.

The location and address where the Kickstart participant will be working.

The contact details for each Job Placement.

The preferred method that the applicant should contact you to apply, such as: email address for CVs, link to access an application form on your company's internet site, contact number and times to call if the application is to be made via telephone.

The number of Job Placements per location.

The maximum number of applicants you want DWP to refer to you. Please note that this is the number of applicants DWP will refer to your placements and not necessarily how many will go on to apply.

If known, indicate if public transport is available.

If known, enter the anticipated start date/s.

Closing date for applications

Enter the final date that you want to receive applications.



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier

Job Placement title Regional Engagement Representative - TOTUM

Company name OneVoice Digital Ltd

Job Placement summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points)

This role exists to work with Students' Unions to help with the local delivery of TOTUM. You will be ensuring that students' unions are aware of what TOTUM can do, and help them use TOTUM to its full potential. You will also help to deliver key projects around TOTUM at a local level, to help Students' Unions to communicate with their students.

TOTUM is a free app which provides students and apprentices with fantastic discounts, offers and vouchers on everyday essentials and must-have gear. It also provides students with information about campus life. With some paid-for benefits such as international discounts through ISIC and PASS accredited Proof of Age ID, TOTUM is right at the heart of student and apprentice life.

The role will provide local support for the sales activity of TOTUM, working with Students' Unions and colleges to support targets on TOTUM app downloads and sales. The postholders will also help with the relationship with students' unions and colleges, supporting account management, and providing one to one support with Students' Unions and Colleges by supporting the use of TOTUM Community, TOTUM Gateway and UnionCloud software to maximise engagement with students. These products help Students' Unions tell students about the work that they do. OneVoice Digital also provide a membership platform to colleges and students' unions to support their reach and ability to engage students, which is of particular importance during the coronavirus pandemic, to support the student experience in college and university. And TOTUM is the only student discount platform approved by the National Union of Students (NUS), with SOS-UK (Students Organising for Sustainability) as it's charity partner.

This role is a placement created through 'Race for Nature's Recovery'. Race for Nature's Recovery is a new project coordinated by Action for Conservation, Generation Success, Students Organising for Sustainability and Voyage Youth, and supported by the Esmee Fairbairn Foundation, Synchronicity Earth and the Department for Work and Pensions. The project aims to place 125 young people, aged 16-24, from backgrounds currently underrepresented in the environmental sector, into meaningful Living Wage work placements at over 40 leading environmental and sustainability organisations across the UK, including One Voice Digital.

This unique opportunity will enable young people from backgrounds currently underrepresented by the sector to gain meaningful employment in the environmental sector and shape a more inclusive movement at this pivotal point in time. Successful applications will join a training cohort of other young people in the programme and undertake formal training alongside their placement focussed on sector-specific skills and knowledge and general employability skills. Young people will also receive 1:1 mentoring aimed at progressing key personal and professional development aims throughout their placement in addition to access to tailored networking and employment support.

Essential skills, experience and qualifications (please do not use bullet points)

Ideally, we would like you to have proficient written and oral communication skills, some experience of sales and be confident in talking to new people both on the phone, via MS Teams and face to face if covid restrictions are lifted. Being able to capture and create engaging social media content would be a real benefit as would some experience of website management. Knowledge of students' unions would be beneficial but is not essential.

To be eligible for a placement, you must be: 16-24 years old and currently on universal credit

To encourage diversity and inclusivity within the environmental sector in line with the project's aims, we particularly welcome applications from young people who meet at least one of the following Young people living in economically deprived areas of the UK* and Non-graduates

*Note – to check whether or not you live in an economically deprived area, you can enter your postcode here to get an index of multiple deprivation figure (1 = low, 10= high): <http://imd-bypostcode.opendatacommunities.org/imd/2019> .



Job category (DWP use only)

Number of hours per week 37.5

Working pattern and contracted hours (including any shift patterns) Monday–Friday, normally worked between 9:00 am–5:30 pm, with occasional work outside these hours for extended support.

Hourly rate of pay £9.50 per hour

Details of employability support (training opportunities/mentor)

The role will be supported by the Channel Manager who will provide context, support and training daily. The role will allow you to develop sales and promotional skills as well as building a wide range of contacts across the region. You will also be supported by the wider OneVoice team including professionals in areas such as content management, web design and management, marketing, customer service and brand partnership.

The role will allow you to understand how all the parts of the business work to help build knowledge and experience of working in a dynamic new company. You will be given several existing customers to work with and be able to use your ideas, creativity and initiative to help engage with students in your area. You will be given detailed regular training in our IT systems so you have the skills to support our customers and maximise the use of our platforms to help students engage with their students' union.

You will also have access to our Employee Assistance Programme This programme is available to employees and is a confidential, independent service. EAP allow you to contact them about a wide range of issues, it doesn't have to be just about work including a health e-hub that you may choose to download.

Kickstarters will be placed in a cohort alongside 10-25 other young people who are starting their placements at roughly the same time. The cohort structure will allow us to facilitate the training and mentoring in a streamlined way in addition to fostering networking and learning opportunities for the Kickstarters and host organisations. Kickstarters will undergo >25 hours of training throughout their six-month placement. The training will consist of two phases:

- Phase 1: Environmental knowledge and employability skills
- Phase 2: Careers and employment

Kickstarters will also receive regular mentoring throughout their placement. There will be dedicated mentoring sessions aimed at supporting young people to advance the goals outlined in their Personal Action Plan, which they will create during their Phase 1 training. Kickstarters will access the mentoring remotely, ideally from their place of work during working hours. Mentoring will be facilitated by Voyage Youth

Closing date for applications 14/52/21

Using the table on the next page please provide details for each Job Placement by location.



Department
for Work &
Pensions

KICKSTART SCHEME

Employer Job Placement reference (where applicable) 12 Characters Max	Job Placement location and address (including postcode)	Contact details for the Job Placement Name (required) Email address (required) Telephone (optional)	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available? Yes/ No/ Don't know	Anticipated start date/s (if known)
B100	Home-based within 20 miles of Birmingham	Tony Payne tony.payne@onevoicedigital.com 07784 211651	Please send the following documents to tony.payne@onevoicedigital.com by 5pm on Friday 14 Feb 2021: <ul style="list-style-type: none"> • CV • Cover letter that includes a paragraph on the following: An introduction to yourself, What skills and experiences you can bring to this role, Why you want to work for OneVoice Digital/TOTUM <p>Please also complete the Race to Nature diversity survey here: http://bit.ly/RNR_DM . This is required as part of your application</p>	1	30	No	1/3/21
L100	Home-based within 20 miles of Leeds	Tony Payne tony.payne@onevoicedigital.com 07784 211651	Please send the following documents to tony.payne@onevoicedigital.com by 5pm on Friday 14 Feb 2021: <ul style="list-style-type: none"> • CV 	1	30	No	1/3/21



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• Cover letter that includes a paragraph on the following: An introduction to yourself, What skills and experiences you can bring to this role, Why you want to work for OneVoice Digital/TOTUM

Please also complete the Race to Nature diversity survey here: http://bit.ly/RNR_DM . This is required as part of your application