



## 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 <a href="http://www.gov.uk">www.gov.uk</a> 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.



**DWP Bid Unique Identifier**

**Job Placement title** Fundraising Assistant

**Company name** Born Free Foundation

**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 placement is part of Race for Nature's Recovery ([www.race4nature.org.uk](http://www.race4nature.org.uk)), a new programme working to improve the diversity of the environmental sector. It is open to all young people that are eligible for Kickstart placements. We particularly welcome applications from young people who are: i) From BAME backgrounds; ii) Living in economically deprived areas of the UK; iii) Non-graduates.

The Fundraising Assistant is a new role, which has been made necessary by an increased demand for new fundraised income and the refocus on remote working. The post-holder will have a chance to gain a valuable insight into three key fundraising areas and to work with a range of experienced managers within each. They will learn about the Born Free Foundation, our work and how we fundraise for it. These fundraising skills are vital to any fundraising career and will enable the candidate to apply for fundraising officer roles in the future. There will be scope to develop more skills in one of the areas if the post-holder shows a particular interest or ability.

**Day to day responsibilities:**

Supporting the fundraising team with day to day activities as required, including :- administration; arranging meetings; sending out information; responding to emails; drafting correspondence and making telephone calls. Relationship management of some of Born Free's retail partnerships and providing innovative and creative ideas for better engagement. Carrying out on-line research into new grants & trusts, corporate funders and potentially high net worth individual donors. Proofreading and editing generic applications and proposals to suite a range of potential funders. Providing help on a range of fundraising and promotional events, virtual and actual, including planning, logistics and on the day support. Assisting the communications team in delivering Born Free's Virtual Event Programme so that they run smoothly and professionally. Attending any meetings and contributing with ideas. Keeping up to date with fundraising initiatives and news in the sector. Participating in training and mentoring provided by the Race for Nature's Recovery team.

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

Interested in charity fundraising and wild animal welfare. No formal environmental experience required. Keen to learn. Prepared to get on with a task unsupervised and take responsibility for it. Able to be flexible and manage work from a number of managers. Confident to make telephone calls to Companies and Trusts. Attention to detail, able to notice errors in written information. Comfortable working and co-ordinating technology for meeting platforms such as Zoom in larger scale events. Experienced and familiar with Microsoft Word. Preferred Good customer service skills. Confidence to make suggestions and share ideas for improvements.



Job category (DWP use only)

**Number of hours per week** 35

**Working pattern and contracted hours** (including any shift patterns) Monday to Friday

**Hourly rate of pay** £10.85

#### Details of employability support (training opportunities/mentor)

This placement is part of the Race for Nature programme, hosted by Action for Conservation, Generation Success, SOS-UK and Voyage Youth. The partnership will provide the following central training, support and mentoring to all our Kickstarters.

All Kickstarters placed through the programme will be part of a small cohort of individuals that undertake two days of comprehensive training before their placements start. This will be followed by regular ongoing online training, focussed on sector-relevant knowledge and understanding, resilience, leadership, employability, confidence and communication. Where appropriate, and as required, we will offer bespoke mentoring that supports individual young people to explore and progress their own personal development needs. In total there will be a minimum of 25 hours of training delivered by the core partnership managing the programme per Kickstarter through their placement.

Additionally, we will provide tailored knowledge-sharing activities, networking opportunities and celebratory events for our Kickstarters to address and advance their personal development and help them secure further employment within the sector. This will include a centralised communication campaign to celebrate and share highlights and learnings from the programme, and spotlight host organisations and young people.

We will support the host organisations to develop their internal capacity to embed diversity and inclusion at the highest levels of leadership, and action meaningful and long-lasting commitments to systemic change. This will include bespoke diversity and inclusion training for the senior leadership team of host organisations and/or the facilitation of reverse mentoring between the young people on placement and members of the senior leadership team.

In addition to the above, Born Free Foundation will provide training on their systems and any relevant health and safety training.

**Closing date for applications** 30/03/2021

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 post code)	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)
Kickstart-FA	Homebased in West Sussex	Hitesh Patel Head of Sustainability <a href="mailto:hitesh@bornfree.org.uk">hitesh@bornfree.org.uk</a> 07920 195594	Please complete the application form at ??? and email to <a href="mailto:Recruitment@generation-success.com">Recruitment@generation-success.com</a> before the deadline.  Please also complete the Race to Nature diversity survey here: <a href="http://bit.ly/RNR_DM">http://bit.ly/RNR_DM</a> . This is required as part of your application.	1	500	Yes	15/04/2021





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for Work &  
Pensions

# ***KICKSTART*** ***SCHEME***
