



Kickstart Introduction and Q&A Presentation Transcript

Delivered on 8 December 2020

All information provided was accurate at the time to the best of our knowledge.

What is house?

house is a venue network and touring initiative delivered by Farnham Maltings and funded by Arts Council England.

house (as Farnham Maltings) has been approved as a Kickstart Gateway organisation. Providing there's still enough interest, house will submit a group application for at least 30 job placements across the South East.

What is the Kickstart Scheme?

The Kickstart scheme is a government-led scheme created by Department of Work and Pensions (DWP) and Job Centre Plus designed to support young people on Universal Credit to gain employment skills by offering 6-month job placements.

The placement can take place between now and December 2021 with the final placement ending on June 2022.

Employers must apply with 30 or more job placements, or form a cohort with a representative to apply for 30 or more job placements.

Funding

Funding is available for 100% of the National Minimum Wage for 25 hours a week, plus associated employer National Insurance contributions and employer minimum automatic enrolment contributions.

Funding is paid in arrears. DWP will use information from HMRC to check that the young person is employed before releasing the grant. The wage payments are released to the representative (house/Farnham Maltings) over the duration of the placement meaning employers will have to pay roughly 2 months' wages upfront within your usual monthly payroll.

Each venue will receive £1500 per job placement. This is released once the role has begun.

This can be used for:

- Set-up and administration costs
- Equipment
- Induction and training
- Travel expenses
- And employability skills development

Kickstart criteria

All job roles must meet the following criteria:

- The role must be new. It must not:
 - Replace existing or planned vacancies
 - Cause existing employees to reduce their employment
 - Be a recently redundant role, or volunteer role
- At least 6 months in duration
- At least 25 hours per week
- Paid at least the National Minimum Wage through PAYE
- Must include support for young people to help them get work after they finish their job placement



You can top up the wage out of your own budgets if you want, and you can increase the hours per week if you can pay for the remaining wages.

The application process

There are two stages to the application process:

Stage 1: basically about eligibility and criteria matching. It involves house submitting an initial application of interest with details from you.

These are the details:

- Company details – as written on Companies House
- No. of placements
- The type of role or job title
- Proof that the job placements are created just for the Kickstart scheme
- Support that you can offer the young person

Stage 2 (if successful): involves applying with the further information including:

- Job description
- Person specification
- Start date
- Application process
- Hours
- Salary

Recruitment

If successful through both stages, the job information will go to your local Job Centre Plus (JCP) who will recommend suitable clients apply for the role. You will shortlist and interview the best candidates. You will have the final choice on who to employ.

Remember, you will only obtain funding if you appoint a young person through the Job Centre.

Employability support for job placements

Government state that the required support criteria is:

- Support looking for long-term work, including career advice and setting goals
- support with CV and interview preparations
- developing workplace skills

The support offered should improve employability skills. This is to ensure the participant has transferable skills to make them more employable. Bear in mind that the people recruited may not want to specifically pursue a career in arts and culture.

As an employer applying through the house cohort, you have the option to:

- A. Use the £1500 to create your own offer to develop employability skills
- B. Contribute a percentage of the £1500 (probably between £300-£500*) to benefit from house's employability support package

*The exact cost to take part in house's support offer will depend on the cost of the final offer. We won't profit from this offer and we're specifically looking to work with partners within the sector to further invest in the industry.



Responsibilities as an employer

As an employer, you will be expected to:

- Submit stage 1 and 2 info to house on time
- Interview and select the best candidate
- Contract the employee in line with your employability policy
- Undergo a standard induction process, as you would any new member of staff, outlining policy and procedure
- While the employee will be in communication with their JobCentre Plus Work Coach, for the duration of the placement, we advise you meet regularly with the employee
- Set out a general plan for the 6 months in consultation with the employee. If appropriate, tailor the skills in the role to suit their career aspirations
- At the end of the placement, help the employee update their CV with the skills acquired

We also recommend that the job role covers experience in some of the following:

- Working as a team
- Working independently
- Basic IT (e.g. MS Word, Excel)
- Customer service skills
- Writing skills
- Basic social media or marketing

house's employability support package [LINK TO PAGE](#)

Things to consider before applying as an employer:

- Can you offer a role that allows young people to develop transferable skills and experience?
- Do you have the capacity to recruit at this time?
- Can you financially put forward the monthly wages (2 months' worth) before receiving funding?
- Will you provide your own support, or would you buy in house's support package?
- Can you and your team commit to support the employee through time and mentoring?

Next steps:

house can apply at any time in the next year, but we hope to put in a bid before Christmas 2020 to reflect the majority of the network.

You'll receive an email asking for you to submit the initial information for Stage 1. Please complete this by 9am on 15 December.

For further information, please email: steph@housetheatre.org.uk