**The Mighty Employers: Kick starting new employment opportunities for young people**

**1. What is the Kickstart scheme?**

The Government recently announced the creation of the Kickstart Scheme. This scheme is to fund the direct creation of high quality 6-month job placements for young people aged between 16 and 24 years old and who are on Universal Credit and at risk of long-term unemployment.

It aims to give young people the chance to build their confidence and skills in the workplace, and to gain experience that will improve their chances of going on to find employment. More information can be found at: <https://kickstart.campaign.gov.uk>

**2. What funding is available?**

Government funding will cover the age-relevant National Minimum Wage for 25 hours a week, plus the associated employer National Insurance contributions and employer minimum automatic enrolment contributions. There is also an extra cash grant of £1,560 to support each Kickstarter.

**3. What are the conditions?**

Young people on Universal Credit will be referred from their Jobcentre. You will be able to interview / select the young person who fulfils your role requirements.

However, each job should:

* last 6 months and be at least 25 hours per week (funding will cover 25 hours)
* pay at least the National Minimum Wage (NMW) through PAYE
* pay statutory employer duties for the health, safety and welfare for young people, National Insurance and pension contributions (funded for 25 hours a week at NMW)
* support young people to help them get work after they finish their Kickstart Scheme job - either with yourself, or with employability skills that will help them land jobs elsewhere.

The jobs being created should not exist without Kickstart funding and must not replace existing or planned jobs or cause existing employees or contractors to reduce their hours.

Each application should include how you will help the participants to develop their skills and experience, including:

* support to look for long-term work, including career advice and setting goals
* support with CV and interview preparations
* supporting the participant with basic skills, such as attendance, timekeeping, teamwork, communication and travelling to work

You can start the placements at times to suit you. Recruitment to the scheme ends in December 2021: this means that Kickstarters starting in December 2021 will finish their employment in June 2022.

**4. How can The Mighty Creatives help?**

We want to establish a group of employers – our ‘**Mighty Employers’** who are committed to the principles and practice of the Kickstart programme and employing young people – the **Kickstarters -** in meaningful roles that will support their host organisation and their own development.

We are a Gateway Organisation for the DWP and invite you to join us in contributing to the transformation of young peoples’ lives through opening up new job opportunities for them.

Our team have considerable experience supporting young people through training programmes and as young employees. We have directly engaged apprentices, work experience and interns over the years – as well as cultivating young staff and contractors. For more information about our work please visit [www.themightycreatives.com](http://www.themightycreatives.com).

We offer two levels of support to employers:

**4.1. Grant Administration and The Mighty Creatives Employ ME Course**

You offer relevant placements and we provide support for the job description, making the application, and a discussion about how to support young employees. We will pass on relevant funding received by the DWP within our gateway timescale.

As part of the grant agreement funding provided by the scheme employability skills training must be provided to each Kickstarter. As a default, all successful Kickstarters employed by employers through The Mighty Creatives gateway will be enrolled on to The Mighty Creatives Employ ME course. This will be at a cost of £500.00 per Kickstarter and will be deducted from your initial £1560.00 employability support grant.

The Mighty Creatives Employ ME course includes over 12 hours of online engagement and provides expert insights from award winning businesses and organizations. Each Kickstarter will also be provided with a bespoke planning kit from our partner TH!NK FC that relates directly to course content.

We take young people through an online experience into the working world visiting important topics such as:

* Exploring the Kickstart Scheme
* Planning, Doing & Reviewing
* Health & Safety in the Workplace
* Workplace Induction Good Practice Guide
* Professional Communication and Social Media
* The Intangible Skill Set
* CV Writing & Job Applications
* Interview Techniques and Reflection

For businesses in the creative sector, we have been able to create additional bonus content led by young people working with TMC including:

* Creating and Building your Creative Portfolio

We are able to provide three 30 minute 1-2-1 mentoring sessions for young people that might need a little extra support. This can be requested by both young people or their employer. We are also able to assist employers in any challenges that they may face.

You may be eligible to deliver the employability support offer in house. To do this you will need to have a pre-vetting meeting and provide a complete training curriculum outline as well as provide monthly reporting to the Mighty Employers Project Manager. The decision on whether you will be able to provide this support is at the full discretion of The Mighty Creatives.

**4.2. Grant Administration and External Support**

As well as grant administration and The Mighty Creatives Employ ME Course, we will also offer a support programme to the young people you employ in partnership with our partners, Upstart Projects. You will still need to offer ‘on the job’ support, training and sector specific guidance eg career discussions, CV support and mock interview practice but the Upstart support package includes:

* A facilitated weekly online ‘hangout’ where young people can share their experiences, challenges and triumphs. These sessions will include a discussion on an employment-related topic linked to a video of a Ted Talk or similar stimulus material
* Three 1:1 coaching sessions per Kickstarter led by a TMC member of staff. Likely to take place in their first, third and sixth month to explore their ambitions, skills development and future possibilities
* Three skills focussed webinar/group training sessions around generic employability skills, which will be recorded and also repeated as live sessions in the second half of the year. These may include CV writing, interviewing and group facilitation etc.
* Access to resources to support creative careers
* A contact point for the young person to discuss any challenges or issues confidentially with a member of our team where they feel an independent viewpoint is helpful to them.

We also aiming to establish a network which enables communication and mutual support during the scheme.

**5. What support are our Mighty Employers likely to offer their Kickstarters?**

We anticipate that our Mighty Employers will offer individual and (where relevant) group based support through a suite of activities which will include (where appropriate):

* personalised CPD plan to include e.g. objective setting, performance management, setting personal development goals, report and presentation writing
* ‘on the job’ support inc. wellbeing, health, diversity and inclusivity
* training and sector specific guidance eg career advice
* CV support, writing personal statements, showreel production
* interview preparation and practice
* coaching, mentoring and shadowing
* reflecting on skills, developing ideas
* training on business processes
* digital marketing and advertising
* creating content in different media such as blog posting, video making, editing, camera work, production co-ordination and screenwriting, design software
* networking, contact development, identifying future job opportunities
* qualifications e.g. CREST Award, Arts Award
* courses in e.g. Makaton, Safeguarding, First Aid Training, Lynda, Coursera, SQL, Python and Tableau

This is not a prescriptive list and we’re always keen to hear about other strategies you want to use to support your Kickstarter.

If our application is successful, we will be back in touch to ask for more detail as to how you intend to support your Kickstarter.

**5. Next Steps**

If you are interested in joining our Kick Start ‘Mighty Employers’ Group, and for The Mighty Creatives to act as your Gateway for a Kickstart application, please complete the form below and return it to Nick Owen at [nick@themightycreatives.com](mailto:nick@themightycreatives.com).

We will inform you when an application has been submitted to DWP and inform you of the result of that application as soon as we hear. Please contact Nick Owen at [nick@themightycreatives.com](mailto:nick@themightycreatives.com) or call 07742271570 if you have any further questions**.**

Dr. Nick Owen MBE

CEO

The Mighty Creatives

LCB Depot

31 Rutland Street

Leicester, LE1 1RE

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**Expression of Interest to join the ‘Mighty Employers’ Kick Start Programme**

**Part 1: Contact Details**

|  |  |  |
| --- | --- | --- |
| **Contact Name** |  | |
| **How did you hear about The Mighty Creatives’ role as a Gateway organisation?** |  | |
| **Contact Job Title/ Role** |  | |
| **Contact email address** |  | |
| **Contact telephone / mobile** |  | |
| **Your Business Legal Name** |  | |
| **Your Business Trading Name (if different)** |  | |
| **Your Business Trading Address including street, town, postcode** |  | |
| **Your Business Registered Address including street, town, postcode (if different)** |  | |
| **Your Business Website** |  | |
| **Your Business / Industry Sector (*please click on ‘choose an item’, click on the down arrow and select from the drop-down list)*** | Choose an item. | |
| **Size of your business: i.e.**  **Micro (less than 10 employees)**  **Small (11 – 50 employees)**  **Medium (51 – 250 employees)**  **Large (more than 251 employees)** |  | |
| **Your Companies House reference number (if applicable)** |  | |
| **Your Charity Commission number (if applicable)** |  | |
| **Do you have Employers Liability Insurance? (please delete as appropriate)** | Yes / No | |
| **Is your company registered with HMRC? (please delete as appropriate)** | Yes / No | |
| **Your Local Authority ((Unsure? Find your Local Authority here:**  [**https://www.gov.uk/find-local-council**](https://www.gov.uk/find-local-council) |  | |
| **Details of your proposed Kickstart Scheme job(s) including:**  **Number of Job(s)**  **Job title(s)**  **Brief job description(s)**  **Location (s)** |  | |
| **How will you help young people with employment support? This support could include:**   * **help with looking for long-term work, including career advice and setting goals** * **support with CV and interview preparations** * **developing their skills in the workplace**   **Please provide details of how you intend to use the £1560 grant to provide this support.** |  | |
| **Do your Kickstart jobs replace existing or planned vacancies?** | Yes / No | If yes, please give details: |
| **Do your Kickstart jobs cause existing employees or contractors to lose or reduce their employment?** | Yes / No | If yes, please give details: |
| **Are your Kickstart jobs a minimum of 25 hours per week, for 6 months?** | Yes / No | If no, please explain why: |
| **Are your Kickstart jobs paid at least the National Minimum Wage for their age group through PAYE, plus employers National Insurance and pension contributions?** | Yes / No | If no, please explain why: |
| **Do your Kickstart jobs require people to undertake extensive training before they begin the job placement?** | Yes / No | If yes, please give details: |
| **Would your Kickstart jobs exist without this funding?** | Yes / No | If yes, please give details: |
| **Kick start wages are paid in arrears at the end of months 2, 4 and 6. Please provide a cash-flow on an Excel spreadsheet which demonstrates that your organisation can accept this cash flow arrangement,** | Cash flow attached?  Yes / No | If no, please explain why: |
| **Please confirm that you have not applied for these job placements through any other Kickstart Scheme representative (e.g Gateway or Intermediary)** | Yes / No | If no, please explain why: |
| **Why would young people enrolled in the kickstart scheme want to work for your business or organization?** |  | |
| **If you are a current employer approved through our gateway, please give us a reason as to why you are applying for these new roles.** |  | |
| **I consent to The Mighty Creatives collecting and processing the personal data provided for the purposes of administering the Kickstart Scheme application, in line with the Data Protection Act and GDPR legislation** | Yes / No | If no, please explain why: |