



INTRODUCTION TO THE DWP / POLICE CLUBS' 'KICK START' PROGRAMME

Thank you for expressing an interest in our programme for sports club members which we are administering through funding from HM Government - Department of Works and Pensions [DWP].

The Police Community Clubs of Great Britain [Police Clubs GB] are offering sports clubs throughout the United Kingdom an opportunity to participate in the [Kickstart Programme](#) which we believe provides huge benefits to both the individual Placement[s] selected and the host club.

If you enter into this programme, you will join over 100 other clubs / organisations in various sports across the United Kingdom who have / are taking advantage of this **'FREE'** service administered by the Police Clubs GB.

The purpose of this project is to provide unemployed young people employment, skills to enhance their personal CV, aiding progress to gain substantive employment and, by demonstrating a commitment to the agreed roles, increase their personal employability status.

All this whilst learning the role[s] you have chosen within your club[s].

Importantly: *'There is no cost what so ever to candidate or club'*

Criteria

The broad criteria for the funding these employment roles are:

- + Open to all gender;
- + For those aged between 18 and 24 years;
- + Currently unemployed / receiving Universal Credits;
- + Currently NOT in education;
- + Candidates will be expected to carry out 25 hours of employment per week within their club;
- + They may or may not be current members of sports clubs;

NOTE: Whilst some NGB's have nominated over 10 posts to act in various roles including assistants to regional development managers, assistants to grounds persons, etc, the majority of requested roles are for internal club based positions. There is a list below which gives a broad brush picture of various roles which a club may wish to consider.

It is anticipated that clubs will nominate 1 or possibly 2 roles to be employed in this programme however, as stated above – you may nominate more, the over-riding principle being that your club is able to demonstrate that the post[s] offered are meaningful and justify paid employment for 25 hours per week.

Process of Application :

Contact should be made with the Police Clubs' Offices [details below]:

- We will then discuss your application with your Club Representative [who has the authority to enter into an agreement on behalf of the club];
- Your Club Representative, in discussion with the Police Clubs, will agree an appropriate role and job description and confirm your ability to provide meaningful employment for the stipulated minimum of 25 hours per week;
- Your club may well identify suitable person[s] / members fitting the criteria. Such identified persons may of course apply for the post in the manner set out below – The Police Clubs do not necessarily wish to be informed of details of this person[s] and no promises of their future employment should be made;
- The Police Clubs will then submit the details of the proposed role and job description to the DWP;
- If the role is agreed by the DWP, the role [job] will be forwarded to the Job Centre Plus [JCP] where the post will be advertised [providing a closing date agreed between the Police Clubs and the Host Club Representative];
- At 'the closing date' all applications will be shared by the Police Clubs to the Host Club representative and a joint decision will be made of who is to be the successful applicant and a start date agreed.

All Placements will be employed and paid from the start date. They will receive the current governmental minimum wage as shown below:

The 'NEW' National Minimum Wage Rates per Hour [from April 2021]

For the purposes of this Kickstart employment of 25 hours per week – The following will apply from April 2021:

AGE RANGE	RATE [APRIL 2021]	WEEKLY	6.MONTH
18 to 20 years	6.56 per hour	164.00	2,264.00
21 to 22 years	8.36 per hour	209.00	5,434.00
23 to 24 years	8.91 per hour	222.75	5,791.15

The Police Clubs Limited will also pay the appropriate National Insurance. All wage payments will be made monthly in arrears directly into the Placements nominated personal account.

With regard to the continuing status of the Placement - the following applies:

- Albeit, he / she will be directly employed by the Police Clubs GB Limited, they will remain a registered member of the host club and their National Governing Body [NGB];
- Having agreed with the Police Clubs what role the Placement will carry out, the host club is responsible for ensuring that it is performed;
- A Regional Development Manager appointed by the Police Clubs will maintain contact with the host club during the Placement. This contact will result in a simple monthly return;
- Beyond this, there is an expectation that the Police Clubs will have minimal involvement with the management of the Placement excepting where the club requests for intervention whereby the Placement consistently fails to attend at times agreed with his club, regularly absences him / herself for no or unacceptable reasons and / or consistently fails to carry out their duties etc;
- The Police Clubs office and/or the Regional Development Manager of the Police Clubs will be available during working hours to give advice to both the host club and the placement;

With regard to the continuing status of a host club - the following applies:

This programme is open to all NGB's and their clubs throughout the United Kingdom, there is **no** requirement for clubs to become affiliated members of the Police Clubs of Great Britain.

Apart from gaining a paid employed member[s] of your club – What does the club gain from this partnership with the Police Clubs of Great Britain?

Once the formal engagement of the Placement has occurred, your club will receive a parachute payment of £500 for EACH Placement who is accepted as an employee within this programme. This fee will assist the club in its role in managing / assisting the Placement during the six months employment period.

This payment will be paid into the host clubs' nominated account one month after the Placements commencement day.

SUGGESTED ROLES WITHIN THE SPORTS EMPLOYMENT 'KICK START' PROGRAMME

The following suggested activities and roles within clubs are by no means not exhaustive and your club may have various other job roles we could consider:

NOTE: Whilst some tasks and roles may be routine and non-taxing, some will need a degree of one to one assistance or supervision.

When deciding the role that is best suited to your club, always consider expanding your wish list. Remember, your roles will be placed with the Job Centre Plus and they will reach a myriad of skills and abilities that you may not normally consider but if filled, it can enhance both the profile and profitability of your club! Remember this is a free service to you.

Door-keeper or Doorkeeper / Cashier

Gymnasium & Kit cleaner

Gymnasium preparation [setting out equipment as directed for each session];

Web Builder or Web Master [+ Assistant to existing post holder]

Expanding / supporting Social Media [promoting club activities, programmes and/or tournaments]

Media & Marketing Lead [+ Assistant to existing post holder]

Club Development Officer [+ Assistant to existing post holder]

Club Secretary [+ Assistant to existing post holder]

Treasurer [+ Assistant to existing post holder]

Bid writer / fund raiser

Community Engagement Programme Lead [+ Assistant to existing post holder]

An assistant to the gymnasium refurbishment team [under supervision]

Driver of Club vehicle See Note *

Club Lead Welfare Officer [+ Assistant to] See note **

Club Lead 1st Aid Officer / Assistant Club 1st Aid Officer [Dependant of holding the appropriate qualification and aptitude]

NGB Registered Boxing Coach [Activities restricted only to such duties allowed under NGB rules] See Note ***

'Covid 19 Safe' Club Lead

Grounds person [+ Assistant to existing post holder]

* The host club will be required to evidence appropriate driving licence and insurance[s] to the PCCGB to cover the employee if this option is selected.

** Dependant of holding the appropriate qualification and aptitude – A Basic Safeguarding course is integral in this Kickstart programme.

*** This post holder must be currently registered with the NGB.

NOTE: If the nominee is currently a registered NGB athlete these activities can be included within the employment role but, must include other appropriate role[s].

Requirements of the programme

In order to secure the most advantageous benefits for the host club and to give added value to the programme, the majority of candidates will be required [subject to the caveats below], to complete the following courses [other courses / seminars may be added] ***all course fees will be paid by the employer [the Police Clubs GB]:***

1. If any roles require the placement to participate in specific in house courses to carry out their role [eg: Coach, Welfare Officer etc], these will be paid for by the Police Clubs GB;
2. All Placements who are to hold a regulated role and are not currently holding the appropriate certificates for Safeguarding and Protecting Children, 1st Aid etc will be required to attend these certificated courses again, these will be paid for by the Police Clubs GB;
3. All Placements will be required to attend various seminars including a 'Development Day' together with receiving other informative resources including selected E-learning modules to increase their ability to prepare for and secure further employment beyond the scheme;
4. All Placements will be introduced to 'Community Engagement Programmes' and advised on pathways to engagement with hard to reach communities both within and beyond the club on behalf of their club or as a self-employed person.

NOTE: All courses will be delivered within the constraints imposed currently by the respective NGB's, in relation to the Covid 19 pandemic.

If you wish to discuss this Free Service please contact:

headquarters@policecommunityclubs.org

Tel: 01202 768758 Monday to Friday 9am – 6pm Saturday 9am – 12.30

MB: 07776 393538 Monday to Friday 9am – 6pm Saturday 9am – 12.30

E: headquarters@policecommunityclubs.org

