



Please note this Sheffield City Council Kickstart vacancy bulletin is updated regularly - contact the Opportunity Sheffield team if you require further information around any role. **If you wish to find out more about a vacancy below please contact opportunity@sheffield.gov.uk or if you would like to express an interest in applying for any of the vacancies or apprenticeships listed please send your CV to opportunity@sheffield.gov.uk (unless stated otherwise)**

Please include the vacancy reference number and account manager of the position you wish to apply for in your email.

| Post Code | Job Title/ Vacancy ID/ Wage | Job Description | Closing Date | Account Manager | Contact Details |
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| S63 7QP | Kickstart Administration & Marketing Support Officer VAC2021103466 £4.62 - £8.91 per hour | Working hours are between 8am and 10pm. Responsibilities will be allocated from the following: <ul style="list-style-type: none">• Support with sales from the club• Answering queries from members• Support with social media and wider marketing as well as answering queries raised• Support with general administration / secretary duties• To understand the steps to take in line with Safeguarding Vulnerable Adults policies should you witness or be made aware of any form of abuse• To promote anti-discriminatory practice throughout your work and maintain equality and diversity throughout the work force Requirements: <ul style="list-style-type: none">• Good IT skills (knowledge of Microsoft products essential)• To be proactive, hardworking, punctual and a good communicator | 30/12/2021 | N/A | Rotherham MBC |

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| | | <ul style="list-style-type: none"> Driving License / own transport (desirable) | | | |
| S1 2HH | Kickstart Trainee Activity & Engagement Worker VAC2021103135 £4.55 - £8.20 per hour | <p>3.5 days per week Monday – Friday. Days and hours to be agreed with the successful applicant. Occasional weekend working may be necessary for which equivalent time off in the week will be given. 25 hours per week including homeworking with regular site visits and activities at Forge Dam Park (Postcode S10 3TE). The postholder should expect to split their time equally between homework and site visits.</p> <p>If you are passionate about the environment, wildlife and the outdoors, looking to gain paid work experience, increase your confidence and employability skills, and prepare for long term employment, this six-month work placement could be for you!</p> <p>We are looking for someone with a passion for the outdoors who enjoys sharing their enthusiasm with a wide range of people as part of our new project - Wildlife, Water and People - Rejuvenating Forge Dam for the Green Industrial Revolution which started this autumn.</p> <p>No specific experience is required, but a genuine interest in the environment and the outdoors, a good standard of written and spoken English, basic computer literacy, and a willingness to learn and work as part of a team are essential.</p> <p>This role may suit someone looking for their first role in environmental or countryside management and will be of particular appeal to someone who has completed an environmentally related qualification, but not yet managed to find a job in the sector.</p> | 31/12/2021 | Sophie Mazzola | Claire Watts claire.watts@sheffield.gov.uk Please send your CV and covering letter describing why you are interested in the role and how you meet the criteria. Candidates are encouraged to give examples of previous experience including voluntary experience to demonstrate their suitability for the role. Candidates should also provide two people who can |

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| | | <p>Working under the supervision of the project officer, the postholder will assist with planning and delivering activities and events at Forge Dam which will be happening at the same time as a major wildlife and heritage restoration project funded by the Green Recovery Challenge Fund.</p> <p>Depending on the interests and experience of the successful applicant, they will also get chance to participate in practical conservation work, spend time working alongside our environmental engineering specialists and ecology experts, deliver education activities and promote volunteering opportunities with our community partners, Friends of the Porter Valley.</p> | | | provide a reference. |
| S35 2PY | <p>Kickstart Junior IT Technician</p> <p>VAC2021103395</p> <p>£4.55 - £8.20 per hour</p> | <p>5.5 hours a day, working Monday - Thursday between the core hours of 8am-3pm, and three hours on a Friday between the core hours of 8am-12:30pm. Hours to be fixed and agreed with the IT Service Lead.</p> <p>This is an entry level IT position, the purpose of which is to develop the skills required to act as the IT Helpdesk first point of contact for internal users, over the telephone or in person, escalating more complex issues to the IT Service Desk Lead or to third party external contacts as necessary.</p> <p>Supported by, and reporting to the IT Service Desk Lead, the Junior IT Technician will learn:</p> <ul style="list-style-type: none"> • The workings of a busy IT Helpdesk system • Knowledge of IT maintenance and support • Basic IT security skills • Organisation skills • The use of backup infrastructure and DR testing • Documentation skills including IT inventory | 31/01/2021 | Matt Lawrie | Via your Work Coach at JCP |

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| | | <ul style="list-style-type: none"> • Software licensing • Active Directory and Group Policy • Basic networking skills • Internal telephony system maintenance | | | |
| S41 8NL | Kickstart Trainee Embroidery Machinist VAC2021103400 £4.55 - £8.20 per hour | <p>Monday - Friday 9am-2:30pm with a 30-minute unpaid lunch break.</p> <p>Giraffe Graphics was founded in 2015 as a local, family-run business with a focus on a consistent, high quality and friendly service. This ethos is maintained to this day as Giraffe Graphics flourishes and expands its client base across a variety of industries and sectors.</p> <p>Giraffe Graphics is seeking hard-working addition to our team in the form of a trainee embroidery machinist to assist with:</p> <ul style="list-style-type: none"> • The running and setting up multi-head embroidery machines to produce customer orders • The checking job sheets for relevant information, including logos, sizes, and products • Setting the machine to the correct functions and loading with correct colour threads • Liaising with different departments within the business • The daily maintenance of the machine e.g., replacing needles, cleaning, and oiling • Conducting garment quality inspections before and after each order is produced • Carrying out packing, labelling orders ready for collection or delivery | 23/12/2021 | Bill Hilton | Via your Work Coach at JCP |
| S4 8GA | Kickstart Online Laptops & PCs Sales | Monday – Friday with a mix of 9:30am-12:30pm shifts and 1:30pm-3:30pm shifts. | 23/12/2021 | Bill Hilton | Via your Work Coach at JCP |

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| | Assistant VAC2021103401 £4.55 - £8.20 per hour | Duties include: <ul style="list-style-type: none"> • Dealing with online sales enquires, complaints and returns • Creating invoices / reports sending and answering emails • Stocking and basic account management • Packing and wrapping orders and printing shipping labels. | | | |
| S4 8GA | Kickstart Laptop, PC & Phone Repair Engineer VAC2021103402 £4.55 - £8.20 per hour | Monday – Friday with a mix of 9:30am-12:30pm shifts and 1:30pm-3:30pm shifts. This role involves repairing broken laptops, PCs and mobile devices such as mobile phones and tablets. | 23/12/2021 | Bill Hilton | Via your Work Coach at JCP |
| S2 4FB | Kickstart Carer x3 VAC2021103413 £4.55 - £8.20 per hour | 24 hours around the clock shifts which will be scheduled for between 4 - 12 hours. This post requires flexibility and the availability to work shift at weekends, night, and bank holidays on a rota basis. The post includes hands on care and support duties. A flexible approach is required to ensure that the requirements of this role are delivered to ensure maximum benefits to the service users. Duties include: <ul style="list-style-type: none"> • Complying with the company policies, procedures and guidelines at all times • Supporting and motivating service users who need help with getting up/going to bed, dressing, undressing, washing, bathing and using the toilet | 31/12/2021 | Yves Orford | Via your Work Coach at JCP |

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| | | <ul style="list-style-type: none"> • Providing assistance with all personal care • Supporting service users with mobility problems and other physical disabilities, and help use and care for aids and personal equipment • Safeguarding service users at all times • Supporting with paperwork, appointment keeping and responsibilities • Preparing breakfast, meals, and keep all surrounding areas clean and tidy • Administering medication and keeping clear, up-to-date records • Promoting mental and physical activity to service users through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations • Undertaking training of understanding, care planning, reviews, risk and moving and handling • Ensuring service users retain their dignity and individuality • Maintaining a safe and secure environment for service users and other staff members • Providing quality care to service users in a manner which will maximise their quality of life • Delivering care which is consistent with each service user's individual care plans and agreed outcomes • Reading and writing reports, incidents, accidents, and taking part in staff and service user meetings, and in training activities as directed • Reporting to the Assistant Manager any changes in the health or circumstances of a service user • Attending supervisions, meetings, appraisals and other work | | | |
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| S1 2BJ | Kickstart Customer Coordinator VAC2021103453 £4.55 - £8.20 per hour | Monday – Friday. We are a leading UK education and skills charity which develops qualifications, apprenticeships, construction competency cards and other skills products and services to support schools, further education colleges, universities, private training organisations and employers in the UK and internationally. We support them to provide high-quality education and training to learners across the world. We can provide a placement and potential future employment to a young person who will be working as a Customer Coordinator to support our customers when they contact us by email, phone, on social media and by letter. The right candidate will be a team player to support daily operations in our customer experience team. They will provide excellent levels of customer service to both internal and external customers. They will deal with basic manual paper-based education processes and will learn to carry out administrative duties to support the wider team. | 31/12/2021 | Sophie Mazzola | Via your Work Coach at JCP |
| S1 2BJ | Kickstart Customer Onboarding Assistant VAC2021103454 £4.55 - £8.20 per hour | Monday – Friday. We are a leading UK education and skills charity which develops qualifications, apprenticeships, construction competency cards and other skills products and services to support schools, further education colleges, universities, private training organisations and employers in the UK and internationally. We support them to provide high-quality education and training to learners across the world. | 31/12/2021 | Sophie Mazzola | Via your Work Coach at JCP |

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| | | <p>We can provide a placement and potential future employment to a young person who can work as a Customer Onboarding Assistant. The young person will support the wider Onboarding team to:</p> <ul style="list-style-type: none"> • Support the onboarding, welcoming of new centres • Aid centres wishing to add qualifications to their existing portfolio • Chase customer payments • Assist the business development team to support centre applications • Research projects as and when required | | | |
| S1 2BJ | <p>Kickstart Finance & Data Analyst x2</p> <p>VAC2021103455</p> <p>£4.55 - £8.20 per hour</p> | <p>We are a leading UK education and skills charity which develops qualifications, apprenticeships, construction competency cards and other skills products and services to support schools, further education colleges, universities, private training organisations and employers in the UK and internationally. We support them to provide high-quality education and training to learners across the world.</p> <p>We can provide a placement and potential future employment to two young people who can work as Finance and Data Analysts. They will support the wider Finance Team.</p> <p>Finance works with a varied number of systems; a key part of this role will be to support with the maintenance and upkeep of the data within those systems to ensure that the data held is current and accurate:</p> <ul style="list-style-type: none"> • Support the Group Head/Manager to review existing data to identify and scope out the extent of the issues | 31/12/2021 | Sophie Mazzola | Via your Work Coach at JCP |

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| | | <ul style="list-style-type: none"> • Work alongside the Group Head/Manager to methodically cleanse the data • Continually monitor the data systems and proactively report to Group Head/Manager any potential issues • Support the Group Head/Manager to develop clear guidance in Policy/Process/Procedural format • Support the wider Finance Team as required | | | |
| S1 2BJ | <p>Kickstart HR Administrator</p> <p>VAC2021103457</p> <p>£4.55 - £8.20 per hour</p> | <p>Monday – Friday.</p> <p>We are a leading UK education and skills charity which develops qualifications, apprenticeships, construction competency cards and other skills products and services to support schools, further education colleges, universities, private training organisations and employers in the UK and internationally. We support them to provide high-quality education and training to learners across the world.</p> <p>We can provide a placement and potential future employment to a young person who can work as a Human Resources Administrator. They will provide general administrative support to the People & Culture Team through the following:</p> <ul style="list-style-type: none"> • Assisting in the maintenance and upkeep of all records, for example, computerised employee records • Using and maintaining the HR system as required for all day-to-day administrative processes, for example, recruitment and selection, inputting new employees and updating employee records • Supporting and facilitating recruitment and selection processes | 31/12/2021 | Sophie Mazzola | Via your Work Coach at JCP |

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| | | <ul style="list-style-type: none"> • Supporting recruiting managers with advertising to facilitate a tailored and sometimes bespoke advert, which is fit for purpose • Monitoring applications and equal opportunity documentation, to oversee our commitment to Disability Confident, ensuring relevant candidates are offered an interview • Administrating the Recruitment Mailbox • Preparing shortlisting and forwarding to recruiting managers • Processing appointment letters, contracts of employment and other relevant documents to new staff • Carrying out necessary ID checks in line with right to work requirements • Efficiently dealing with and processing in a timely manner all incoming and outgoing email accounts, including AskHR mailbox, Recruitment Mailbox and individual email account | | | |
| S6 2LR | Kickstart Workshop Assistant VAC2021103451 £4.55 - £8.20 per hour | <p>Flexible working pattern between the hours of 7am-4pm, Monday – Friday.</p> <p>Working for our Workshop Manager, this role involves printing, assembling and sending customer orders. It will also involve work in other areas of manufacturing, such as parts cleaning, assembling packaging and stock management. There will also be elements of customer service required.</p> <p>The company is small but well established. The successful candidate will be need to be comfortable in a small team where their work is crucial.</p> | 28/02/2022 | Matt Lawrie | Via your Work Coach at JCP |
| S66 8EY | Kickstart Retail Assistant VAC2021103436 | <p>Duties include:</p> <ul style="list-style-type: none"> • Serving customers/handling cash payments • Overseeing acceptance and checking stock deliveries • General cleaning of shop floor/back of till areas and stock rooms | 24/12/2021 | N/A | Rotherham MBC |

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| | £4.62 - £8.91 per hour | <ul style="list-style-type: none"> • Date checking of shop • Stocking of shop • Hot food baking/basic food hygiene • Basic training on stock inventory • Promoting instore incentives • Recommending items to match the customer needs <p>Successful candidates will be working alongside management/existing staff daily, giving support once trained in all aspects of the everyday running of the workplace. They will be required to always engage in appropriate behaviour, following dress codes, customer etiquette, being able to follow safety regulations and any other precautions/requirements made by the employer.</p> <p>We are looking for people who have a friendly disposition, are able to offer a welcoming greeting to our customers and able to give the customer their full attention. The successful applicants need to be able to adapt to working under pressure without constant supervision, being always sincere and positive.</p> <p>Requirements:</p> <ul style="list-style-type: none"> • Customer service preferred but not essential • To be a team player • Be able to pay attention to detail • Product knowledge • Understanding of British currency | | | |
| S4 7WB | Kickstart Machine Operator x2 | At present working pattern is 7:30am-4:30pm Monday – Thursday with a 2:30pm finish on Friday. However, as the business expands, we will | 31/01/2022 | Matt Lawrie | Via your Work Coach at JCP |

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| | VAC2021103442 £9.25 per hour | <p>move to shift work which would consist of 6am-2:30pm mornings and 2:15pm-10pm afternoons. Eventually, moving to a three-shift pattern to include night shifts. Applicants we need to be prepared to ultimately work a three-shift pattern.</p> <p>Machine Operator working within the Rotational Moulding / Vacuum Forming Industry. The position is directly reportable to the Production Manager.</p> <p>We are a new and exciting business, coming into the company at the beginning of the venture, this is a great opportunity for the right person to carve a role for themselves, being involved from the early stages, with opportunities for career development and promotion as the business expands and grows.</p> <p>The position requires a flexible and hands on approach, with involvement in both the manufacturing and finishing process to timed schedules, in a busy manufacturing environment.</p> | | | |
| S60 5BS | Kickstart Shop/Catering Assistant VAC2021103444 £4.62 - £8.91 per hour | <p>25 hours per week. Monday & Tuesday: 8am-2:30pm, Wednesday & Saturday: 8am-2pm.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Preparing and cooking food • Taking orders in person or by the phone • Serving customers • Cleaning and maintaining areas with good hygiene • Cash Handling <p>Requirements:</p> | 20/12/2021 | N/A | Rotherham MBC |

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| | | <ul style="list-style-type: none"> • Must be flexible to cover holidays/sickness • Good communication • Numeracy • Working well in a team | | | |
| S20 3FR | <p>Kickstart Administration Assistant</p> <p>VAC2021103445</p> <p>£4.55 - £8.20 per hour</p> | <p>10am-2pm Monday – Friday.</p> <p>Based at the head office in S20.</p> <p>The position will include, but is not limited to, the following tasks:</p> <ul style="list-style-type: none"> • Assisting a training provider in the day-to-day administration duties in an office environment • Answering phones • Giving advice to customers that contact via email / phone • Speaking to the Department of Work and Pensions in regard to the courses and training we offer as a centre • Gathering candidate information • Sending invoices over to customers • Invoicing the DWP for work carried out on their behalf via Basware • Booking candidates onto the courses • Administration of the course once complete • Uploading the information to company SharePoint • Filing and organising systems within the company OneDrive • Admitting candidates for invigilation for the Pearson Vue testing centre • Invigilation of courses | 06/01/2022 | Asima Zahir | Via your Work Coach at JCP |

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| S2 5AY | Kickstart Assistant Creative Practitioner VAC2021103449 £4.55 - £8.20 per hour | <p>Monday – Friday 10:30am-4:30pm. The successful applicant will be part of a small team, working from the office during the first half of the day.</p> <p>Link Learning provides primary schools with peripatetic music tutors nationwide. We also run music and creative workshops in hospitals and at after school clubs.</p> <p>Link Learning requires a Sheffield-based individual to assist the creative practitioners with the running of the workshops and after school art clubs.</p> <p>The successful applicant will work closely with the creative practitioner to deliver high-quality activities to primary school-aged participants. Successful applicants will also be required to assist in the running of the business from the office during the first part of the day.</p> <p>Duties will include:</p> <ul style="list-style-type: none"> • Assisting the Creative Practitioner in the running of the workshops and clubs • Assisting in the planning of workshops • Clearing up after the workshops • Travelling to workshops with the Creative Practitioner • Maintaining email correspondence with clients • Offering excellent customer service • Undertaking targeted marketing campaigns • Updating tutors using a business communication platform. | 06/01/2022 | Asima Zahir | Via your Work Coach at JCP |
| S2 5AY | Kickstart Office Administrator VAC2021103450 | <p>Monday – Friday 9am-3pm. The successful applicant will be part of a small team, working from the office.</p> | 06/01/2021 | Asima Zahir | Via your Work Coach at JCP |

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| | £4.55 - £8.20 per hour | <p>Link Learning provides primary schools with peripatetic music tutors nationwide. We also run music and creative workshops in hospitals and at after school clubs.</p> <p>Link Learning requires an office-based administrator to assist with the running of the business. The successful applicant will work closely with the Office Manager to assist with client correspondence.</p> <p>Duties will include:</p> <ul style="list-style-type: none"> • Maintaining email correspondence with clients • Offering excellent customer service • Undertaking targeted marketing campaigns • Updating tutors using a business communication platform | | | |
| S13 9NR | <p>Kickstart Site Operative</p> <p>VAC2021103154</p> <p>£10.60 per hour</p> | <p>Your contract is for 40 hours per week which consists of 8am-5pm shifts with one-hour unpaid lunch. Travelling time will be paid additionally to this.</p> <p>Working as part of a two-man (minimum) site-based installation team, you will install permanent access equipment, such as:</p> <ul style="list-style-type: none"> • Latchways fall restraint and arrest systems • Access ladders • Gantries and platforms • Fixed and freestanding handrail systems • Aluminium and mild steel walkway systems • Suspended access equipment including abseil anchors and rail <p>The role will involve travelling to and from destinations across the UK with regular overnight stays required.</p> | 31/12/2021 | Matt Lawrie | <p>Callie McCabe</p> <p>cmccabe@eurosafesolutions.co.uk</p> <p>0114 250 741</p> |

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| S72 8PH | Kickstart Office Administrator or Digital Administrator VAC2021103414 £4.55 - £8.20 per hour | Monday – Thursday: 8am-5pm. Friday: 8am-4pm. IVS Materials Handling is a family run business providing a comprehensive solution for all Materials Handling Equipment (MHE) sales, service, training, parts and hire. We provide a one stop shop for materials handling solutions and floorcare. We provide forklift sales, service, hire and training with a high percentage of the revenue coming from repeat customer service. We provide every type of service for a forklift and ancillary machinery aiding in picking up or moving materials around a warehouse or container yard. Duties include: <ul style="list-style-type: none"> • Updating/inputting data onto our database (daily) • Managing the phone landline for service/parts and emails • Packaging/posting of parts • Assisting with admin/parts requests from engineers • Chasing outstanding work • Creating a file system for old paperwork • Creating customer orders • Any other reasonable request which may arise | 31/12/2021 | Asima Zahir | Via your Work Coach at JCP |
| S25 3RD | Kickstart Engineering Support Technician VAC2021103089 £4.55 - £8.20 per hour | 8am-2pm Monday – Friday. Duties and Responsibilities include: <ul style="list-style-type: none"> • Carrying out planned maintenance/installation work across our three sectors (Food and beverage, Electric Vehicle Charging, and Commercial and Industrial) • Responding to and diagnosing unplanned breakdown faults | 31/12/2021 | Matt Lawrie | Ryan Bates Ryan.bates@greengategroup.co.uk 07860469709 |

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| | | <ul style="list-style-type: none"> • Reporting all work carried out • Taking responsibility for tools and equipment • Communicating effectively with customers and colleagues • Applying health and safety principles to all working practices • Suggesting improvements where there are opportunities • Commissioning and testing newly installed equipment | | | |
| S6 2BY | Kickstart DMRI - Admin Assistant VAC2021103385 £4.55 - £8.20 per hour | This role will be supporting the management team in a variety of roles. Duties include: <ul style="list-style-type: none"> • Proofreading emails and articles • Scheduling meetings and zoom calls • Checking websites for useability and bugs • Ad-hoc projects • Carrying out research and finding out information online • Working on spreadsheets and compiling reports • Ensuring marketing campaigns have met their objectives • Checking facts • Making sure the right people have the right information | 21/12/2021 | Sophie Mazzola | Via your Work Coach at JCP |
| S6 2BY | Kickstart DMRI - Junior Programmer VAC2021103386 £4.55 - £8.20 per hour | Do you make websites, code games in your bedroom or have you graduated with a programming degree and not been able to get a foot in the door due to lack of experience? We are looking to employ an all-around technical person on the kickstart scheme. For the right candidate, this will progress to a full-time position working with a variety of languages both on the front end and back-end development. | 21/12/2021 | N/A | Via your Work Coach at JCP |
| S3 8JD | Kickstart Trainee Clerical Assistant | 10am-4pm with a one-hour lunch break Monday – Friday. | 22/12/2021 | Asima Zahir | Via your Work Coach at JCP |

VAC2021103387

£4.55 - £8.20 per hour

The role of the Trainee Clerical Assistant involves working as a team member, carrying out a variety of tasks and activities which support all areas of SYAC business as required.

The Trainee Clerical Assistant will assist the Senior Administrator with general office duties, including maintaining records, filing systems by use of computer software.

Duties also entail assisting with conference and training room activities including reception duties, meeting and welcoming visitors and licensees, dealing with post, telephone, and other IT communication systems.

This is a broad-based support role covering all areas of SYAC business activities, which will include:

- Assisting the Senior Administrator in various administrative tasks, which includes the updating of leaflets, the production of newsletters and the updating of SYAC's guidelines, databases, policies, and procedures
- Typing of documents, reports and minutes
- Main reception duties as the first point of contact for visitors
- Answering the telephone as the first point of contact and directing callers
- Sorting and distributing incoming mail and dealing with outgoing mail
- Sending and receiving faxes
- Monitoring and responding to company email enquiries
- Photocopying
- Attending team meetings
- Understanding and working to company policies and procedures

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| S6 2BY | Kickstart Customer Acquisition VAC2021103379 £4.55 - £8.20 per hour | <p>This role is focused on gaining new people to register and enter competitions on the network of well-known publications we manage including Good Housekeeping, Marie Claire, Cosmopolitan, Ideal Home and many more.</p> <p>Job roles involved:</p> <ul style="list-style-type: none"> • Creating content for our magazine competition sites • Posting in Forums • Helping to create content for our social media platforms • Writing blog posts for our website • Helping with other duties within the marketing department | 21/12/2021 | Sophie Mazzola | Via your Work Coach at JCP |
| S4 7JS | Kickstart Wet Plumber & Gas Fitter VAC2021103158 £4.55 - £8.20 per hour | <p>Monday – Friday 8am-4:30pm (8 hours per day).</p> <p>This job includes working with one of our experienced fully qualified plumbers, giving the successful candidate a great learning opportunity to gain experience in plumbing.</p> <p>The Job will include assisting a plumber in various tasks from unblocking a sink to renewing a full bathroom.</p> | 30/12/2021 | Matt Lawrie | Email your CV and cover letter to jobs@burngreavebuilding.co.uk |
| S10 2LR | Kickstart Executive Assistant VAC2021103160 £10.50 per hour | <p>25 hours over 3-5 days - flexibility available with regards to working pattern.</p> <p>Oliver King Consulting Limited was established in January 2021 to provide peer board coaching to SMEs and to them with their talent acquisition. We're now looking for a part-time executive assistant owing to continued growth.</p> | 31/12/2021 | Matt Lawrie | Sam Sargent sam@oliverkingconsulting.com 07887 510 405 |

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| | | <p>You'll be supporting the Director to ensure the continued growth of the company and help them achieve their ambitious goals. This role is integral to the company's future development and success.</p> <p>This position is ideal for someone who is friendly, has a positive attitude and would like to develop their career with a good grounding in sales, marketing, customer service and HR.</p> <p>The responsibilities will vary on a day-to-day basis but will include:</p> <ul style="list-style-type: none"> • Researching • Marketing to new prospects • Arranging calls • Diary management and invoicing • Administration related to winning new business • Arranging board meetings | | | |
| S10 2LR | <p>Kickstart Business Development Assistant</p> <p>VAC2021103161</p> <p>£10.50 per hour</p> | <p>Working five hours each day, Monday - Friday 9am-2pm (flexibility available).</p> <p>Exawatt brings together experts in technology, market analysis and forecasting to provide strategic consulting and research for the solar PV, electric vehicle, power electronics and lithium-ion battery markets.</p> <p>Exawatt's proprietary forecast models combine detailed market analysis with technical understanding in all facets of the value chain, from materials supply and manufacturing to downstream project development. This approach allows us to make accurate forecasts about where, when and how new and evolving technologies will influence the development of each market.</p> | 31/01/2022 | Matt Lawrie | <p>Sam Sargent</p> <p>sam@oliverkingconsulting.com</p> <p>07887 510 405</p> |

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| | | <p>We're now looking for a part-time business development assistant owing to continued growth.</p> <p>You'll be supporting the wider team to ensure the continued growth of the company and help them achieve their ambitious goals. This role is integral to the company's future development and success in delivering a continuous flow of new business/leads and supporting the marketing activity.</p> <p>This position is ideal for someone who is friendly, has a positive attitude and would like to develop their career in business development.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Using Hubspot CRM to keep client/sales data updating • Producing reports from Hubspot CRM • Supporting the proposal process • Arranging client meetings and maintain diaries • Ad-hoc market/competitor research • Researching industry events and marketing opportunities • Assisting with development and production of marketing materials • Keeping the marketing campaign planner up to date and manage key stakeholders • Ad-hoc support including producing documentation as required • General research as required | | | |
| S6 2LR | Kickstart Marketing Assistant VAC2021103125 | Flexible working pattern between the hours of 7am-4pm Monday – Friday. | 31/12/2021 | Matt Lawrie | Please send your cover letter and CV to Nicholas Savage: |

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| | £4.55 - £8.20 per hour | <p>We are a small, Sheffield based company which creates custom made minifigures printed onto LEGO parts. Established in 2012, we are a highly productive and growing business and we are now looking to increase the size of our team.</p> <p>This job is for Marketing Assistant and will report to our Marketing Manager.</p> <p>Examples of day-to-day tasks:</p> <ul style="list-style-type: none"> • Product photography (taking photos and photo editing), adding and editing products on our website (a Shopify website) • Adding and editing 'add ons' in the Bold Shopify app • Error spotting • Maintaining influencer lists • Maintaining sales data reports • Updating and adding new products • Elements of customer service • Maintaining the social media calendar | | | sales@minifigs.me |
| S4 7JS | <p>Kickstart Joiner/Carpenter</p> <p>VAC2021103159</p> <p>£4.55 - £8.20 per hour</p> | <p>Monday – Friday 8am-4.30pm (Eight hours per day).</p> | 30/12/2021 | Matt Lawrie | <p>Email your CV and cover letter to:</p> <p>jobs@burngreavebuilding.co.uk</p> |
| S6 4JR | <p>Kickstart Dental Receptionist</p> <p>VAC2021103327</p> | <p>Monday 9am-6pm, Wednesday 9am-5pm, Thursday 9am-6pm, Friday 9am-1pm.</p> <p>A Dental Receptionist for a small busy NHS practice is required.</p> | 31/12/2021 | Yves Orford | Via your Work Coach at JCP |

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| | £4.55 - £8.20 per hour | <p>Duties include:</p> <ul style="list-style-type: none"> • Ensuring the reception desk is organised in an efficient manner • Ensuring patients are looked after during their visit to the practice • Answering the phone in a prescribed manner • Ensuring the appointment system is efficient and accurate • Collecting and recording patient payments • Filing patient record cards • Organising stock supplies • Completing the relevant forms for NHS and private schemes | | | |
| S3 8SE | <p>Kickstart Social Media Assistant</p> <p>VAC2021103176</p> <p>£4.55 - £8.20 per hour</p> | <p>Tuesday – Friday 10am-5pm with a 45-minute unpaid lunch.</p> <p>At The Milestone Group, we have 14 hospitality brands ranging from pop up kitchens in food halls, food halls in two cities and a mobile ordering app. It's a group concept that has the same fundamentals as one brand, we take a concept and make it with care, transparency and attention to detail in order to produce a top-quality product.</p> <p>We're a small team, giving you the opportunity to help communicate our story everywhere. This is a stimulating role, allowing you to gain experience in all aspects of social media and make a real-world impact. You'll be working closely with our management team to achieve this.</p> <p>We're looking for a motivated and creative individual who's willing to learn. The role will be to help develop and execute our strategic digital growth roadmap. Initiatives include content creation, social media activities and lead generation, with a common goal of sales and brand growth in a digital environment.</p> | 31/12/2021 | Matt Lawrie | <p>Nina Patel-Bigland</p> <p>nina@themilestone.group</p> <p>07880983412</p> |

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| | | This role will give you the opportunity to work within an ambitious growing company working within hospitality, retail and digital. | | | |
| S3 8SE | Kickstart Sales & Marketing Assistant VAC2021103175 £4.55 - £8.20 per hour | <p>Tuesday – Friday 10am-5pm with a 45-minute unpaid lunch.</p> <p>At The Milestone Group, we have 14 hospitality brands ranging from pop up kitchens in food halls, food halls in two cities and a mobile ordering app. It's a group concept that has the same fundamentals as one brand, we take a concept and make it with care, transparency and attention to detail in order to produce a top-quality product.</p> <p>We're a small team, giving you the opportunity to help communicate our story everywhere. This is a stimulating role, allowing you to gain experience in all aspects of sales/marketing and make a real-world impact. You'll be working closely with our management team to achieve this.</p> <p>We're looking for a motivated and creative individual who's willing to learn. The role will be to help develop and execute our strategic sales and marketing roadmap. Initiatives include content creation, social media activities and lead generation, with a common goal of sales and brand growth.</p> <p>This role will give you the opportunity to work within an ambitious growing company working within luxury and craft sector. Developing a range of skills and experiences for a career in sales and marketing.</p> | 31/12/2021 | Matt Lawrie | Nina Patel-Bigland nina@themilestone.group 07880983412 |
| S3 8SE | Kickstart Graphic Design & Digital Asset Creator Assistant | <p>Tuesday – Friday 10am-5pm with a 45-minute unpaid lunch.</p> | 31/12/2021 | Matt Lawrie | Nina Patel-Bigland |

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| | VAC2021103174 £4.55 - £8.20 per hour | <p>At The Milestone Group, we have 14 hospitality brands ranging from pop up kitchens in food halls, food halls in two cities and a mobile ordering app. It's a group concept that has the same fundamentals as one brand, we take a concept and make it with care, transparency and attention to detail in order to produce a top-quality product.</p> <p>We're a small team, giving you the opportunity to help communicate our story everywhere. This is a stimulating role, allowing you to gain experience in all aspects of sales/marketing and make a real-world impact. You'll be working closely with our management team to achieve this.</p> <p>We're looking for an ambitious and creative individual who's willing to learn. This role will be to help develop the brand through a variety of projects, such as illustration and content that really captures the brand, think packaging, t-shirt design, web icons and all things creative.</p> <p>This role will give you the opportunity to work within an ambitious growing company working within luxury and craft sector. Developing a range of skills and experiences for a career in illustration/graphic design.</p> | | | nina@themilestone.group 07880983412 |
| S4 7YY | Kickstart Business Administrator VAC2021103144 £4.55 - £8.20 per hour | <p>Monday – Friday 8:30am-4:30pm.</p> <p>Working closely with the Commercial team in their day-to-day office activities and contributing to the smooth running of the business.</p> <p>Daily activities may include answering the phone and emails, diary management, data entry, quote preparation, supporting website functions, and monitoring social media.</p> | 31/12/2021 | Matt Lawrie | Via your Work Coach at JCP |

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| S4 7JS | Kickstart General Building Works Labourer X2 VAC2021103157 £4.44 - £8.20 per hour | <p>Monday – Friday 8am-4:30pm (eight hours per day).</p> <p>We are looking to employ two Labourers to assist on site and complete tasks including cleaning and delivering materials.</p> <p>During the placement we are committed to providing all the relevant health and safety training to allow the candidates to work safely on site. We will also provide internal training to hopefully progress the candidate's skills.</p> <p>Our aim with all labourers is for them to develop and pick up skills whilst working with our experienced trades people to progress within the company.</p> <p>A company van and fuel card may be provided for work purpose only.</p> | 30/12/2021 | Matt Lawrie | <p>Email: jobs@burngreavebuilding.co.uk</p> <p>Please send your CV and cover letter</p> |
| S4 7JS | Kickstart Office Administrator VAC2021103156 £4.55 - £8.20 per hour | <p>Monday – Friday 8am-4:30pm (eight hours per day).</p> <p>The individual will learn to be competent using computers and have excellent phone skills. The contract includes 28 Holidays (including bank holidays shadowed by a fully trained admin worker).</p> | 30/12/2021 | Matt Lawrie | <p>jobs@burngreavebuilding.co.uk</p> <p>Please send your CV and cover letter</p> |