



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
S35 2PY	Kickstart Junior IT Technician VAC2021103395 £4.55 - £8.20 per hour	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. 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. Supported by, and reporting to the IT Service Desk Lead, the Junior IT Technician will learn: • 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	31/01/2021	Matt Lawrie	Via your Work Coach at JCP

		• Documentation skills including IT inventory • Software licensing • Active Directory and Group Policy • Basic networking skills • Internal telephony system maintenance			
S6 2LR	Kickstart Workshop Assistant VAC2021103451 £4.55 - £8.20 per hour	Flexible working pattern between the hours of 7am-4pm, Monday – Friday. 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. 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.	28/02/2022	Matt Lawrie	Via your Work Coach at JCP
S4 7WB	Kickstart Machine Operator x2 VAC2021103442 £9.25 per hour	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 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. Machine Operator working within the Rotational Moulding / Vacuum Forming Industry. The position is directly reportable to the Production Manager. 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	31/01/2022	Matt Lawrie	Via your Work Coach at JCP

		carve a role for themselves, being involved from the early stages, with opportunities for career development and promotion as the business expands and grows. 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.			
S10 2LR	Kickstart Business Development Assistant VAC2021103161 £10.50 per hour	Working five hours each day, Monday - Friday 9am-2pm (flexibility available). 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. 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. We're now looking for a part-time business development assistant owing to continued growth. 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.	31/01/2022	Matt Lawrie	Sam Sargent sam@oliverkingconsulting.com 07887 510 405

		This position is ideal for someone who is friendly, has a positive attitude and would like to develop their career in business development. Responsibilities include: • 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			
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