



Inspire_SY

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
S1 4SE	Kickstart PHP Developer VAC2020102449 £4.55 -£8.20 per hour	Full time > 16 hours Mon-Fri 10.00- 17.00 Seeking to recruit a PHP developer to support and enhance the development of our in-house Customer & Candidate database/tracking system. There is a native database system which is used to manage and monitor staff activity and the development of our client/candidate recruitment campaigns. They are seeking to develop and improve this system and to bring it up-to-date to enable it to continue to drive and improve our business processes.	26/07/2021	Sophie Mazzola	Via your work coach at JCP
S1 2BJ	Kickstart Customer	Mon-Fri 10am-3pm	26/07/2021	Sophie Mazzola	Via your work

	<p>Co-ordinator</p> <p>VAC2020102470</p> <p>£4.55- £8.20 per hour</p>	<p>As an education and skills charity, it is part of our charitable objectives to create opportunities to help people thrive in life and work so this scheme matches well with our own vision and mission. We are a well-established organisation operating for over 30 years and so believe we have a good setup that can help to support young people to get a start in their careers and/or develop them further. We have participated in research around youth unemployment and have staff experienced in previous initiatives so have the right staff to support the programme.</p> <p>Working as a team player to support daily operations Excellent levels of customer service to both internal and external customers Basic understanding of manual paper-based education process or able to learn, so that you can support the team Dealing with customer enquires through calls emails and other media</p>			coach at JCP
S1 2BJ	<p>Kickstart Document Controller</p> <p>VAC2020102472</p> <p>£4.55- £8.20 per hour</p>	<p>Mon-Fri 25 hours per week</p> <p>As a document controller you will be responsible for maintaining the accurate records of company and scheme documentation. You could be sorting electronic or hard copies of scheme documentation and producing reports based on this. The job role of a document controller involves the following duties:</p> <ul style="list-style-type: none"> •Controlling company and scheme documentation •improving document control procedures •Ensuring all documentation meets formal requirements and required standards •Sorting, storing and retrieving electronic and hard copy documents •Conducting reviews of all scheme document to ensure that all language and grammar is correct •Using SharePoint to store new copies of documentation and archiving old documents •Ensuring that all scheme documentation meets brand guidelines •Ensure documents are shared at key times to facilitate timely project 	26/07/2021	Sophie Mazzola	Via your work coach at JCP

		<p>completion</p> <ul style="list-style-type: none"> •Working in an office 			
S1 2BJ	<p>Kickstart Apprenticeship Assessment Administrator</p> <p>VAC2020102474</p> <p>£4.55 - £8.20 per hour</p>	<p>Mon-Fri 25 hours per week</p> <p>As an education and skills charity, it is part of our charitable objectives to create opportunities to help people thrive in life and work so this scheme matches well with our own vision and mission. We are a well established organisation operating for over 30 years and so believe we have a good setup that can help to support young people to get a start in their careers and/or develop them further. We have participated in research around youth unemployment and have staff experienced in previous initiatives so have the right staff to support the programme.</p> <ul style="list-style-type: none"> •Administration processes including using email, chat and office applications •To support the delivery of NOCN's apprenticeship end-point assessments. •To support the deployment of NOCN's End Point Assessors and Moderators by answering phone calls/emails and live chats. 	26/07/2021	Sophie Mazzola	Via your work coach at JCP

S1 2BJ	<p>Kickstart - Finance Administrator</p> <p>VAC2020102476</p> <p>£4.55- £8.20 per hour</p>	<p>Mon-Fri 25 hours</p> <p>Duties:</p> <p>To process supplier invoices accurately and promptly ensuring that they are matched correctly to purchases orders</p> <ul style="list-style-type: none"> •To perform supplier statement reconciliations in preparation for supplier payments •To deal with supplier queries in a professional and timely manner •To reconcile petty cash, credit cards and process staff expenses ensuring the financial policies are adhered to •To raise customer invoices and credit notes ensuring that credit checks have been conducted and credit limits are adhered to •To deal with internal and/or external customer queries ensuring that they are responded to and resolved in a timely manner •To create new customer accounts in accordance with the organisation's procedures •To undertake filing, photocopying, collation of information and general clerical work on behalf of the Finance Department •To cover for finance team members who are off 	27/07/2021	Sophie Mazzola	Via your work coach
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S2 2SF	<p>Kickstart - Assistant Ranger (LM)</p> <p>VAC2021102511</p> <p>£4.55- £8.20 per hour</p>	<p>Tue- Fri (inclusive) 3 days: 8 AM TO 4 PM (Half hour lunch) Outdoors 1 day: 9 AM TO 11.30 am office</p> <p>Sheffield & Rotherham Wildlife Trust is a registered charity and works with the local community towards a better future for wildlife, people and green spaces. The charity carries out practical work to manage 15 nature reserves and partner sites for the benefit of wildlife. We also engage with land owners, the local community and organisations through education, campaigns and advice to help support people and wildlife.</p> <p>Sheffield and Rotherham Wildlife Trust recognise that there is a need to expand the training and job opportunities for young people. The environmental conservation sector can be particularly difficult to get the relevant experience and skills for a successful career without support.</p> <p>This sector is becoming increasingly important in tackling the climate and ecological emergency. It is therefore vital that we up skill people to tackle these challenges and enable young people to play a key part in this. This scheme enables the Trust to achieve these goals and help ensure a more inclusive workforce.</p>	26/07/2021	Sophie Mazzola	Via your work coach at JCP
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S2 2SF	<p>Kickstart - Assistant Ranger (SLLP)</p> <p>VAC2021102512</p>	<p>Tue- Fri (inclusive) 3 days: 8 AM TO 4 PM (Half hour lunch) Outdoors 1 day: 9 AM TO 11.30 am office</p> <p>Sheffield & Rotherham Wildlife Trust is a registered charity and works with the local community towards a better future for wildlife, people and green spaces. The charity carries out practical work to manage 15 nature reserves and partner sites for the benefit of wildlife. We also engage with land owners, the local community and organisations through education, campaigns and advice to help support people and wildlife.</p> <p>Sheffield and Rotherham Wildlife Trust recognise that there is a need to expand the training and job opportunities for young people. The environmental conservation sector can be particularly difficult to get the relevant experience and skills for a successful career without support. This sector is becoming increasingly important in tackling the climate and ecological emergency. It is therefore vital that we up skill people to tackle these challenges and enable young people to play a key part in this. This scheme enables the Trust to achieve these goals and help ensure a more inclusive workforce.</p> <p>Work with the Project and Volunteer Officer across a broad range of Wildlife Trust Projects, gaining the experience and competence required to progress a career in the environmental conservation.</p> <p>Undertake work-based training carrying out practical conservation management works on a range of settings including areas of woodland, moorland, grassland and heathland.</p> <p>Support a range of practical activities across the Trust by looking after shared equipment and materials.</p> <p>To assist in the planning of conservation tasks including risk assessment, ordering materials, preparing equipment, booking tools and loading vehicles.</p>	26/07/2021	Sophie Mazzola	Via your work coach at JCP
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S1 2GZ	<p>Kickstart Project Assistant Community</p> <p>VAC2021102554</p> <p>£4.55- £8.20 per hour</p>	<p>Mon-Fri between the hours of 9-5 25 hours</p> <p>Duties:</p> <ul style="list-style-type: none"> ● To ensure any budgets allocated to is managed in accordance with best practice ● To support the Project Coordinator to appropriately plan and deliver the project ● To conduct Outreach Engagement Activities to ensure the participants are representative of Sheffield ● To provide targeted recruitment activities, including in hard to reach groups and areas ● To help design and deliver a series of workshops, meetings and training exercises with and for participants ● To participate in project appraisals following completion of events and the preparation of improvement plans. ● To contribute to the project appraisal required by the project funders ● To support Element Society in developing and maintaining partnerships relevant to the Community Responders project ● To ensure that community leaders are aware of the programme activity and relationships are harmonious ● To ensure that all enquiries relating to the project, however made, are followed up. ● To work as part of a team to recruit volunteers and participants ● To support the Brand Manager to prepare appropriate marketing and promotional material commensurate with the ethics of Element Society 	26/07/2021	Sophie Mazzola	N/A
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S1 2GZ	<p>Kickstart Finance and Admin Assistant</p> <p>VAC2021102555</p> <p>£4.55-£8.20 per hour</p>	<p>Mon- Fri between the hours of 9-5 25 hours</p> <p>To support the Finance Officer to provide the financial support required to run a successful charity. This will include maintaining accounting systems and bookkeeping, report on financial activities to SLT and the board of Trustees, run payroll, support the preparation of budgets, and work with our accountants to prepare end of year accounts. Working as part of the team you will support and learn from the Finance Officer, who has a broad experience of how the finance function works in the charity sector.</p> <p>You will support the Finance Officer to:</p> <ul style="list-style-type: none"> ●Ensuring that complete and accurate accounting records for all Element’s transactions are maintained, and Quickbooks accounting software is updated and reviewed in a timely manner ●Leading on banking operations, including setting up accounts, updating mandates/signatories, making payments, and reconciling accounts ●Assisting with Element’s payroll process and ensuring that the payroll is delivered in a timely and accurate manner ●Preparing monthly management accounts, including updating cash flow forecasts, and other reports including to the Board of Trustees and funders. ●Acting as a point of contact for Element staff for finance queries and providing financial support to team members, ensuring that the policies and procedures of Element are upheld ●Maintaining relationships with existing suppliers and sourcing new suppliers, ensuring that the correct procurement policies have been followed ●Preparing statutory returns for the Charity Commission, Companies House and HMRC returns ●Preparation of year-end accounts and any external audits ●Attendance at SLT meetings and presentation of current budget positions ●Attendance at Trustee meetings to present financial statements 	26/07/2021	Sophie Mazzola	
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| | | <ul style="list-style-type: none">● Attendance at the Annual General Meeting to report on the annual accounts and audit statements● Other tasks as required by Element. I● To maintain personal and professional development to meet the changing demands of the job | | | |
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S1 2GZ	<p>Kickstart Project Assistant</p> <p>VAC2021102556</p> <p>£4.55- £8.20 per hour</p>	<p>Monday – Friday between the hours of 9-5 25 hours</p> <p>Job Purpose: To support Project Coordinators to plan and coordinate the a variety of small youth projects. These will focus on Youth Identity, Female Empowerment, Mental Health and School Support.</p> <ol style="list-style-type: none"> 1.To ensure any budgets allocated to is managed in accordance with best practice 2.To support the Project Coordinator to appropriately plan and deliver the project 3.To conduct Outreach Engagement Activities to ensure the participants are representative of Sheffield 4.To provide targeted recruitment activities, including in hard to reach groups and areas 5.To help design and deliver a series of workshops, meetings and training exercises with and for participants 6.To participate in project appraisals following completion of events and the preparation of improvement plans. 7.To contribute to the project appraisal required by the project funders 8.To support Element Society in developing and maintaining partnerships relevant to the Community Responders project 9.To ensure that community leaders are aware of the programme activity and relationships are harmonious 10.To ensure that all enquiries relating to the project, however made, are followed up. 	26/07/2021	Sophie Mazzola	
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S1 2GZ	<p>Kickstart Brand Design Assistant</p> <p>VAC2021102557</p> <p>£4.55- £8.20 per hour</p>	<p>Monday – Friday between the hours of 9-5</p>	26/07/2021	Sophie Mazzola	
S1 2GZ	<p>Kickstart Executive Assistant</p> <p>VAC2021102558</p> <p>£4.55-£8.20 per hour</p>	<p>Monday – Friday between the hours of 9-5 25 hours</p> <p>The purpose of this role is to enable to Senior Leadership Team and Board of Trustees to fulfil the charities strategic vision by providing executive support.</p> <p>You will understand that aspects of your work will require discretion, you will be self-motivated , be able to manage your workload and be able to prioritize to meet deadlines.</p> <p>You will communicate on the CEO and Board of Trustees behalf with clients, stakeholders and service users. You will help coordinate our emails and diaries so that we can work effectively and efficiently with our partners.</p>	26/07/2021	Sophie Mazzola	

S1 2GZ	<p>Kickstart NCS Recruitment and Engagement Officer</p> <p>VAC2021102559</p> <p>£4.55- £8.20 per hour</p>	<p>Monday – Friday between the hours of 9-5 25 hours</p> <p>Job Purpose: An opportunity has arisen for a confident, enthusiastic and goal-orientated individual to join Element Society and support the delivery of our NCS programme to fifteen - seventeen year olds in the Sheffield area. In this position you will go out to engage with young people and parents/guardians to encourage their participation in NCS. It requires passionate and animated people, motivated by providing opportunities for young people and reaching ambitious targets.</p> <p>Overview of Key Roles and Responsibilities: Effectively manage the recruitment and engagement of participants for the NCS programme through Element Society. Roles include but are not limited to; marketing the NCS opportunity through effective working partnerships with schools, planning and delivery of assemblies and recruitment activities in allocated schools/colleges, pre-programme events and ongoing participant engagement (including ongoing RAG rating). Also engaging with partners, stakeholders and other alternative organisations to compliment mainstream recruitment.</p>	26/07/2021	Sophie Mazzola	
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<p>S1 2GZ</p>	<p>Kickstart Business Development Officer</p> <p>VAC2021102560</p> <p>£4.55- £8.20 per hour</p>	<p>Monday – Friday between the hours of 9-5 25 hours</p> <p>To play a support the Business Development Manager in</p> <ul style="list-style-type: none"> oTheir strategic and operational role to develop Element Society’s business and commercial activities oTo market and sell all trading activities to an agreed annual target of invoiced revenue, to increase year on year. oTo develop new business relationships, services and products; and generate and negotiate new contracts and income for Element Society to an agreed annual target of invoiced revenue, to increase year on year. oTo oversee the effective delivery of Element’s business and commercial activities. oTo identify prospective opportunities, developing customer relationships, designing and implementing a marketing plan, protecting and fostering the growth of the charity. 	<p>26/06/2021</p>	<p>Sophie Mazzola</p>	
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S3 8GW	<p>Kickstart - Junior Backend Developer</p> <p>VAC2021102568</p> <p>£4.55-£8.20 per hour</p>	<p>Mon- Fri between the hours of 9-5 25 Hours</p> <p>The key responsibility for the Junior Backend Developer will be to develop software for the FourJaw platform.</p> <p>The Junior Backend Developer will mainly work in the Python programming language, completing back-end web development. They will be involved in all stages of the software development lifecycle, from initial specifications through development, testing and deployment into production.</p> <p>The Junior Backend Developer will develop user-facing features for the FourJaw web dashboard as well as data processing logic for transforming raw data into manufacturing insights. The Junior Developer will also help maintain the existing platform and be involved in bug solving, Dev-Ops and cloud services.</p> <p>There will also be an element of computer hardware assembly required from the candidate, which will be conducted with training and guidance from the FourJaw team.</p>	26/07/2021	Sophie Mazzola	<p>Chris Iveson c.iveson@fourjaw.com 07840649165</p>
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S2 8GW	<p>Kickstart - Junior Frontend Developer</p> <p>VAC2021102570</p> <p>£4.55-£8.20 per hour</p>	<p>Mon-Fri between hours of 9-5 25 hours per week</p> <p>The key responsibility for the Junior Frontend Developer will be to develop software for the frontend web dashboard of the FourJaw platform.</p> <p>The Junior Frontend Developer will mainly work in the HTML, CSS and JavaScript programming languages, completing front-end web development. They will be involved in all stages of the software development lifecycle, from initial specifications through development, testing and deployment into production.</p> <p>The Junior Frontend Developer will develop user-facing features for the FourJaw web dashboard as well as data visualisations and graphics that translate data into insight for manufacturing businesses. The Junior Frontend Developer will help improve the existing user experience through user experience (UX) and user interface (UI) design. They will then implement their designs into our production website.</p> <p>There will also be an element of computer hardware assembly required from the candidate, which will be conducted with training and guidance from the FourJaw team.</p>	26/07/2021	Sophie Mazzola	<p>Chris Iveson c.iveson@fourjaw.com 07840649165</p>
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S3 8JW	<p>Kickstart - Digital Marketing Assistant</p> <p>VAC2021102571</p> <p>£4.55- £8.20 per hour</p>	<p>Mon- Fri between the hours of 9-5 25 hours</p> <p>FourJaw has identified a need to recruit an ambitious and motivated Digital Marketing Assistant, who will report directly into the Digital Marketing Manager and work with the guidance of the Company's Communications Manager.</p> <p>Job Brief With the guidance of the Digital Marketing Manager and Communications Manager, your day-to-day role will include:</p> <ul style="list-style-type: none"> •Under the guidance and support of the Digital Marketing Manager, create engaging written and graphical content on social media, blog posts, news articles, videos, graphics and thought leadership pieces. •Ensuring all website content and communications align with our brand guidelines and are executed to a professional standard. •Create marketing leaflets, logos, specific paid and unpaid advertisements (LinkedIn, Twitter etc) to capture new customers and commercial opportunities. •Understanding Search Engine Optimisation (SEO) and how to increase SEO score. •Understanding Pay Per Click (PPC) and maximising the PPC campaigns. •Collecting and organising and analysing data that report on the performance of digital marketing campaigns. 	26/07/2021	Sophie Mazzola	Chris Iveson c.iveson@fourjaw.com 07840649165
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S6 2BL	<p>Electrician</p> <p>VAC2021102716</p> <p>£6.56-£8.91 per hour</p>	<p>37.5 hours</p> <p>Within the group, Wates Property Services successfully provides Repairs and Maintenance Services to over 500,000 homes across the UK, providing stand-alone maintenance services, planned and reactive maintenance and Integrated Asset Management for Social Housing Landlords nationally.</p> <p>The primary focus of this role will be to undertake all tasks to achieve first time fix and deliver a high standard of workmanship in a timely and productive manner affording excellent customer service to the client at all times.</p>	26/07/2021	N/A	Please contact: Stephen.Arundel @sheffield.gov.uk
S20 1XA	<p>Kickstart - Trainee Security Engineer</p> <p>VAC2021102639</p> <p>£4.55- £8.91 Per Hour</p>	<p>40 hours - normal work day is 8 working hours per day, Monday-Friday 8.30-17.00 (30mins for Lunch)</p> <p>RSC Security Solutions Ltd are looking for someone to join our company, as a Trainee Security Engineer, who will shadow one our security engineering team to gain 'on the job' 'on site' experience, at several UK companies RSC Security carries out work for. Hopefully, if the applicant proves to be adept at the tasks they'll be taught, then they'll hopefully be taught further in-depth security engineering tasks, with a view to them eventually being offered a permanent position.</p>	26/07/2021	Sophie Mazzola	Via your work coach at JCP

S10 2PD	<p>Kickstart - Woodworking Labourer</p> <p>VAC2021102818</p> <p>£4.55- £8.20 per hour</p>	<p>2 full days and a morning or afternoon OR mornings 8am – 11am OR afternoons 12am – 4pm 25 hours</p> <p>The role is a supporting role for our bench joinery and CNC machining operations. The successful applicant will be required to help load and off-load machines, provide help manually moving materials around where required, help maintain a safe and tidy workshop through sweeping, loading offcuts into the shredder and undertaking basic maintenance tasks, packing and preparing work for delivery, lighting the workshop wood burners in winter and ensuring these are maintained through the day, light joinery tasks such as sanding, drilling, cutting and preparing wood for machining. There will also be the potential to gain skills in woodworking machining and forklift use in the future.</p>	31/07/2021	Sophie Mazzola	Via your work coach at JCP
S2 5QX	<p>Kickstart - Support Engineer</p> <p>VAC2021102888</p> <p>£9.23 per hour</p>	<p>9am - 5.30pm Monday to Friday 37 Hours</p> <p>As a Support Engineer, you'll be right in the middle of the action: part-troubleshooter, part-analyst and part engineer, you'll have the opportunity to deploy all of your diverse skill-sets and interests, ultimately helping our customers to succeed with our products. You'll report to our Head of Product, though will work primarily within our Customer Success team.</p> <p>During onboarding, you'll partner with our Customer Success Managers to assist with the technical aspects of account set-up.</p> <p>Once customers are onboarded, you'll then be on-hand to reactively troubleshoot and resolve technical challenges where our Customer Success Managers ask for help. You'll also proactively keep an eye on some tech-focussed customer health checks to spot potential problems with our customers' product implementations before they do.</p>	30/08/2021	Asima Zahir	Via your work coach at JCP

		<p>You'll become intimately familiar with our APIs and provide hands-on assistance to our data partners who will be looking for technical help with their integrations. You're also going to become very good at writing SQL queries to query databases!</p> <p>You'll be able to speak "two languages", as you will need to act as a liaison between our customers, our customer success managers and our engineering team. You'll be able to communicate in engineering jargon and non-technical language, and also be able to translate between the two.</p>			
S41 8NL	<p>Kickstart - Administrative Secretary</p> <p>VAC2021102894</p> <p>£4.55- £8.20 per hour</p>	<p>Monday – Thursday 9.00am – 4.30pm Fridays 9.00am – 4.00pm (30 minutes 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 a vibrant, confident addition to our team in the form of an administrative secretary to assist with:</p> <ul style="list-style-type: none"> •Business administrative duties •Phone reception and email correspondence •Raising invoices and taking payment 	31/07/2021	Bill Hilton	Via your work coach at JCP

S3 8LS	<p>Kickstart Social Media Specialist</p> <p>VAC2021102904</p> <p>£8.36- £8.91 per hour</p>	<p>11 am to 4 pm Monday to Thursday</p> <ul style="list-style-type: none"> ● Enthusiastic content creator, including photography and videography ● Experienced in operating social media (Facebook, Instagram and Twitter) ● Have basic knowledge of Adobe Creative Suites. ● Need to be at the office at least 3 days a week 	30/07/2021	Sophie Mazzola	Via your work coach at JCP
S3 8LS	<p>Kickstart Business Development Specialist</p> <p>VAC2021102906</p> <p>£8.36- £8.91 per hour</p>	<p>11 am to 4 pm Monday to Thursday</p> <p>Your duties:</p> <ul style="list-style-type: none"> ● Introducing what FlashCharger is to the public and potential business partners. ● Event Support required ● Basic Maintenance skills needed ● Business Partners visit ● Need to be at the office at least 3 days a week 	30/07/2021	Sophie Mazzola	Via your work coach at JCP
S3 8LS	<p>Kickstart Growth Marketing Executive</p> <p>VAC2021102872</p> <p>£4.55- £8.20 per hour</p>	<p>Fully flexible hours Monday to Friday 25 hours</p> <p>As a Growth Marketing Executive you will:</p> <ul style="list-style-type: none"> ● Collaborate with the sales team to create a list of target companies and uncover ad-hoc marketing campaigns. ● Contact companies via LinkedIn and Email to discuss our value proposition ● Have the opportunity to learn and develop analytical skills. ● Adopt a performance-marketing approach to uncover strategies. ● Take ownership of specific Marketing channels such as CRM. 	28/07/2021	Bill Hilton	Via your work coach at JCP

<p>S1 4RE</p>	<p>Kickstart - Trainee Developer x 2</p> <p>VAC2021102865</p> <p>£4.55- £8.20 per hour</p>	<p>The successful applicant(s) will be given the opportunity to join an established software development company, and gain experience working on a number of different systems using multiple development languages and technologies.</p> <p>We are a small distributed team of skilled developers who provide software solutions for a number of clients around Europe, as well as developing our own products.</p> <p>You will work on a selection of our web and mobile app projects covering a variety of technologies including Groovy/Java, C# .NET and Xamarin. The primary objective will be to improve The Special One – an online football prediction game - https://thespecialone.co.uk/. You may also be required to work on client projects enhancing existing web and mobile applications, depending on your skillset and competency.</p> <p>This role is expected to be fulfilled remotely (home working) with flexible hours but may from time to time require face-to-face meetings. We are based in Sheffield, but since the beginning of the pandemic have moved to a 100% home working model. Should this change we will resume partial operations from a new Sheffield office, but continue to operate a flexible working environment. Any face-to-face meetings will be agreed in advance and at the discretion of all involved (if outside of this area).</p> <p>The successful applicant(s) will be expected to work well on their own with limited guidance, and be proactive in using all available resources to learn any new technologies that they are not already familiar with. Mentoring will be available for training and support, but due to the nature of the home working model, the applicant(s) should be self-sufficient, focussed and driven.</p> <p>This should be seen as an excellent opportunity for the applicant(s) to prove their worth to the business, whilst gaining first-hand experience supporting multiple new and existing projects and working in a distributed</p>	<p>27/07/2021</p>	<p>Sophie Mazzola</p>	<p>Via your work coach at JCP</p>
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		team. Whilst we hope to be able to offer full time roles following the completion.			
S25 3QB	Kickstart Customer Support Administrator VAC2021102866 £4.55- £8.20 per hour	Monday to Friday 09.30-15.00 with ½ lunch (unpaid) Confident Telephone Manner, Administration/IT, Attention to detail, Ability to mult-task, excellent communication skills, recording of data and activity on CRM system, element telephone sales, process and tracking of orders, updating customers with working progress, problem solver, proactively support internal team and customers.	27/07/2021	Sophie Mazzola	Via your work coach at JCP
S11 8YZ	Kickstart Administration Assistant VAC2021102870 £4.55- £8.20 per hour	To be finalised dependent on the hours worked, but standard office hours are 8.45 – 3.15 We require an administrative assistant to support the management team in the daily running of the business; and research future opportunities for growth. The main duties will include: Data cleansing – updating our CRM with responses regarding changes of contact information from marketing campaigns, calling businesses to confirm contact details Data entry – copying information from application forms into our lead management system Research – finding contacts and following trends/conversations on social media to help support our sales team Reporting – producing monthly reports on sales performance using our lead management system and Excel The job is based at our office 3 Westbrook Court, Sharrow Vale Road, Sheffield, S11 8YZ. Our current usual working hours are Monday to Friday 8.45am to 3.15pm. We guarantee the minimum hours required by Kickstart of 25 per week with the start and finish times to be agreed; but can increase this to 30 hours per week should this suit the successful applicant.	28/07/2021	Asima Zahir	Via your work coach at JCP

<p>S2 4NB</p>	<p>Kickstart Porter & Delivery Driver</p> <p>VAC2021102919</p> <p>£4.55- £8.20 per hour</p>	<p>9-2 Monday to Friday 25 hours per week</p> <p>Blessones Kitchen is a catering and takeaway service offering African, Caribbean and English fusion cuisine. The role has been created due to the growth of the business.</p> <p>You will be working with Paulina the business owner and chef and the management team. The kitchen porter role will involve helping in the kitchen with duties such as preparing food e.g. peeling and chopping vegetables, and washing pots and cleaning the kitchen and storage area. The role will also involve driving to deliver food orders as and when required.</p>	<p>18/08/2021</p>	<p>Sophie Mazzola</p>	<p>Via your work coach at JCP</p>
<p>S2 1UE</p>	<p>Kickstart Business Development Assistant</p> <p>VAC2021102640</p> <p>£4.55 - £8.20 per hour</p>	<p>Monday 9-5.30pm, Tues 9-5.30pm, Wed 9-5pm</p> <p>Responsibilities but not limited to:</p> <ul style="list-style-type: none"> - Liaise and support those within the company responsible for online marketing, media distribution and advertising campaigns - Seek out leads, commercial relationships and potential clients through a mixture of telephone marketing, cold calling and networking events - Engage with and seek out secondary schools, further educational colleges / sixth forms and universities to introduce them to our ski school / adventure tourism packages - Network with local, regional and national institutions and their trip coordinators responsible for organising extra curricular activities and international travel - Where applicable join and travel with company directors to networking and service presentation events with current and potential clients - Understand and become familiar the with expeditions and adventure tourism packages for which the role requires you to sell correctly and accurately 	<p>27/09/2021</p>	<p>Asima Zahir</p>	<p>Via your work coach at JCP</p>

		<p>- Where necessary liaise with other staff members responsible for business development to share, co-strategise, pool insights and work together on existing tasks</p> <p>For the role of business development assistant, we are interested to hear from applicants who are honest, hard working and driven individuals who maintain a desire to be involved within a growing company with exciting future prospects, where team placed values are very much at the core.</p>			
S35 0AR	<p>Kickstart Pizza Catering Assistant</p> <p>VAC2021102675</p> <p>£6.55- £10.20 per hour</p>	<p>It will be a flexible work pattern that changes week to week. The majority of work will typically be Wed-Sun</p> <p>The role will involve assisting in:</p> <ul style="list-style-type: none"> • preparation of ingredients and managing the prep area to level 5 hygiene standards • ensuring vans are fully equipped and stocked • driving a van and trailer to events (not essential) • setting up at events • preparing food for guests through a combination of hand making pizza bases, topping pizzas or cooking pizzas in the oven • clearing up and packing down our set up • full clean down and restock 	06/09/2021	Sophie Mazzola	<p>To apply, please complete the following https://tinyurl.com/opshf</p> <p>Please indicate the kickstart job title and company you are interested in on the form under other</p>
S9 3HN	<p>Kickstart Driver</p> <p>VAC2021102726</p> <p>£6.45- £8.91 per hour</p>	<p>WEEK 1 – Tuesday, Wednesday, Thursday, Saturday</p> <p>WEEK 2 – Tuesday, Wednesday, Thursday + 1 other day (flexible)</p> <p>These will rotate.6 ¼ hour days + 30 mins lunch</p> <p>We are looking to recruit a professional and friendly Van Driver/Retail Assistant to support our charity retail and stock management areas. You will work in and for our shops, eBay and Animal Centre. This will involve deliveries and collections to our shops and donors and our Animal Centre. All that you do will contribute to raising money to rescue animals in desperate need.</p> <p>The van driver will be responsible for driving, loading, unloading of the</p>	30/07/2021	N/A	Via your work coach at JCP

		<p>van and the day-to-day collection and selection of items to stock the store under the guidance and instruction of the Store Manager. The role will involve liaison and good communication with customers and partners and will also include all aspects of customer services and sales, working in the store as required. You will be the face of the Animal Centre and as such you will be professional, friendly and have a can do attitude. As part of the team at the Rspca we all work together to deliver what is needed. You will be flexible and want to be able to turn your hand to cleaning, helping at events like car boots, and supporting the team.</p> <p>The successful candidate will be over 21 years old, confident and ideally have experience driving a vehicle up to 3.5 tonnes, customer focussed and be confident working alone as well as part of a team. A full, clean driving licence is preferred for this role. be aware that this role will involve lifting and physical labour.</p>			
S1 2DE	<p>Kickstart Sales Representative x 2</p> <p>VAC2020102394</p> <p>£4.55- £8.20</p>	<p>40 hours per week Monday - Friday</p> <p>Mak Tok is an award-winning artisan chilli paste supplier founded by Will Chew in 2017. The company supplies its products to the retail as well as hospitality industry nationally and internationally. Through its recent successful investment from serial entrepreneur, Sara Davies MBE, the company is currently expanding its reach in the FMCG world and investing in the growth of its core team.</p> <ul style="list-style-type: none"> • To build a strong, committed team that is independent and interdependent within the organisation. • To create long-term job opportunities for the vulnerable group. • To equip individuals with valuable transferable skills across the area of sales, marketing, PR and digital (eComm). • To give individuals the experience of working in a flat organisation where the team gets to work with the founders and investors directly on a daily basis. • Generate new leads and following-up with potential and existing clients whilst providing exceptional customer service • Planning and executing sales strategy to achieve company's 	06/09/2021	Asima Zahir	Via your work coach at JCP

monthly and yearly sales goals.

- Work collaboratively with the marketing team to come out with marketing strategies through understanding the clients' needs, competitor analysis, and current market development.
- Possess in-depth product knowledge and have the ability to present them through virtual presentation or hands-on demos effectively.
- Coordinate with the wider sales team to ensure the company's standard is met.
- Adapt to the changes in the job scope in line with the growth of the company.