

# Surrey Future Jobs Fund



## Employer Guidelines

Version 2.3 – 12 May 2010

These guidelines expands on the 1 pager or overview giving more information on:

1	BACKGROUND AND SUMMARY .....	2
2	ELIGIBILITY.....	2
3	BENEFITS .....	4
4	COMMITMENTS.....	5
5	INFORMATION PACKS .....	6
6	PROCESS.....	8
7	CONTACT DETAILS.....	10

# 1 Background and Summary

Future Jobs Fund (FJF) is a central government initiative designed by the Department of Work and Pensions (DWP) to address youth unemployment. Nationally, it aims to create 170,000 additional jobs for 18-24 year olds who have been out of work for 6-12 months. The jobs are intended to deliver real benefits to communities. FJF forms part of the Young Person's Guarantee and the overarching Backing Young Britain campaign. The last date for commencement of jobs is March 2011.

Surrey's successful bid to fund and create 350 jobs was developed by the Surrey Economic Partnership with the support and in-principle commitment to offer jobs by a range of partners from the public, private and third sectors. Surrey County Council has become the 'Lead Accountable Body' for the scheme due to the volume of delivery and financial set-up required - the project continues as a partnership initiative governed by the Surrey Economic Partnership and Surrey County Council.

Grant funding of £4,411 is apportioned to an employer for each eligible job created and filled by an eligible candidate. The grant funds will cover a basic wage and a contribution to on-costs (overheads), detailed as follows: young person paid £5.80 per hour for 25 hours for 26 weeks = £3,770 plus a 17% on-cost contribution (£641) = £4,411. We will pay the grant in arrears on a monthly basis – see appendix H

## 2 Eligibility

The initiative is open to any organisation located in Surrey who can create entry-level jobs that meet the eligibility and meet the profile and commitments we made in our bid to secure the funding.

Surrey FJF intends to give the greatest impact for young people in terms of the experience and skills they gain during their employment and to support them on their path to future career attainment. Due to this we are interested in employers who can contribute additional funding, training or support as part of their FJF job or who will provide skills and experience that meet the needs of Surrey's current and future economy.

All jobs need to meet the core eligibility as directed by the Department of Work and Pensions:

### **Jobs created are real:**

They are real jobs paying at least national minimum wage for at least 25 hours per week lasting six months. All relevant employment legislation applies and FJF employees placed with an employer should generally have the same terms and

conditions as other employees who work for that employer. You may want to describe their posts and employed status as, for example, 'FJF post' or 'trainee'.

### **Jobs created are additional:**

The FJF job created is 'extra' and that the jobs would not exist without this funding. It must not replace existing jobs or vacancies and must not lead to another individual losing their job or reducing their wage rates or hours of paid employment

### **Jobs created are suitable and the organisation is reputable**

FJF jobs should be entry level and appropriate for long-term unemployed young people. It also means your organisation will need to prove it is financially viable, has robust policies and procedures in place and all other regulations adhered to.

### **Jobs created have a community benefit**

Whilst creating a job can be a community benefit, it is not enough on its own to meet the criterion. There must be direct community benefit from the job itself.

The job should:

- Be of benefit to the community over and above the benefit of employment to the individual; and
- Create directly, or significantly contribute to the creation of, tangible and lasting benefit to the community, or particular groups or individuals within the community; and
- Be clearly demonstrated in the vacancy, and not be an "add on".

The following sets out three ways that community benefit could be demonstrated. It is not an exhaustive list, but a job with clear community benefit could include:

Social benefits – for example projects that:

- Engage with and/or support vulnerable groups
- Support crime prevention or reducing anti-social behaviour
- Improve the physical, emotional or mental well being of the community
- Improve access to public services for vulnerable groups.

Environmental benefits – for example projects that:

- Regenerate, renovate or restore public areas, buildings, houses and amenities
- Promote or support recycling, re-use, or energy efficiency and conservation
- Promote or support nature conservation
- Promote an awareness of and respect for the natural environment.

Cultural benefits – for example projects that:

- Extend or improve access to cultural, sporting, or educational opportunities for vulnerable or marginalised groups
- Encourage or promote understanding between different communities and/or generations.

## **We are aiming to enhance as many jobs as possible:**

It is envisaged that many of the 350 jobs created will be enhanced, i.e. the employer can:

- provide match funding to make FJF job last 12 months
- provide funding to increase the number of hours per week (by 5-10 hours)
- increase the pay rate per hour
- provide apprenticeships
- provide training (such as NVQ)
- other training & support
- can offer jobs accessible to young people living in priority wards: Maybury and Sheerwater, Merstham, Westborough and Stanwell North
- provide a job that is suitable to young people who have additional needs.

Note that we will take into consideration the budgetary constraints of some employers who can meet other important elements such as geographic spread, greater community benefit, variable job types or the work sector.

## **3 Benefits & Case Studies**

Acquiring a paid resource to help your business achieve its goals whilst impacting positively in the community	Employing a young and inquisitive member of your team; shaping their development and encouraging their confidence in the world of work
Help Surrey's young people gain economic independence and set a pathway to career attainment. Contribute to the future prosperity of the county	

### **Ken's Story – London**

**Ken:** 'It's very interesting and insightful for me. My role includes compiling surveys, phoning residents and scheme managers and getting their inputs on the quality of service we provide, and then analysing the data. I have also had the opportunity to go on site and observe inspections which has given me an in-depth insight in to how to grade performance and the quality of service, which in turn, helps me understand and do my job at a higher level.'

### **Sunny Vadher – Ken's Manager**

'Ken has been a bit of a god send. He is enthusiastic, punctual and very eager to do well. Ken is contracted to work 5 hours a day. I have had to force him to go home when he was sick, not only did he make up his time, but he did work from home while off. Ken is picking up new skills and always asks the right questions when he is unsure how the process works and what the end result is.'



### **Claire's Story – South Wales**

Claire had worked for 3½ years as a cleaner when she became unemployed in December 2008. Claire applied for numerous jobs without success. She was offered a place on a Care First Careers trial in South Wales in November.

Claire said: “I’m so pleased that Fran persuaded me to consider care work as an occupation – otherwise I’d still be in the same position. Being in work makes you feel good about yourself. Completing the courses gave me the skills and confidence to apply, there are opportunities to continue learning while I am doing the job and I will be working towards an NVQ in Care very shortly.”

## **4** Commitments

A prospective employer will need to:

- Meet the eligibility criteria met to qualify for grant
- Enhance the job offer where possible
- Interview and appoint an FJF candidate in a swift and inclusive manner
- Manage the FJF employee’s progress and performance effectively
- Give the FJF employee appropriate support and training opportunities
- Support the FJF employee in finding further work opportunities
- Complete the Surrey FJF reporting and monitoring requirements

These commitments are detailed in the information packs (Grant Specification document), see table below.

## 5 Information Packs

We have produced 4 information packs with all the documentation you need to move through the process – refer to section 6.

The table below explains the purpose of the documents in each of the packs and details the actions that you need to complete when you reach each stage.

### Engagement To engage your interest in the scheme

<i>Document</i>	<i>Description</i>	<i>Action for you</i>
<b>Overviews</b>	1 or 2 page overviews with key information about the scheme	<p>Briefly read and register your interest online at <a href="http://www.surveymonkey.com/s/DZ6KW2P">http://www.surveymonkey.com/s/DZ6KW2P</a></p>
<b>Guidelines</b>	Expands on the 2 pager and includes process diagram to be followed (don't forget you only complete the tasks in pink)	
<b>FAQs</b>	Frequently Asked Questions – these have been compiled over the last few months and may have too much information!	

### Acceptance To sign up to the grant agreement

<i>Document</i>	<i>Description</i>	<i>Action for you</i>
<b>Grant Agreement</b>	Details the legal terms and conditions of the grant funding	<p>Read and sign the back page and send the whole original document to us at: Surrey Future Jobs Fund, Room 165, County Hall, Penryhn Road, Kingston Upon Thames, Surrey KT1 2DN.</p>
<b>Grant specification (Appendix A)</b>	Describes what is expected of you in using the grant appropriately - this is how you and our team will monitor your performance	<p>Review</p> <p>Mark and submit when requested</p>
<b>Activation letter (Appendix B)</b>	This is an example of the letter used to activate the grant when you are about to appoint an FJF young person	<p>Briefly read</p> <p>See activate section below</p>
<b>Reporting examples (Appendix C-F)</b>	Examples of the spreadsheets you will need to fill in to receive grant payments	<p>Briefly read</p> <p>We will send you these to fill out when required</p>

<b>Leaver codes (Appendix G)</b>	Used to code where the young person will go after the 6 month placement or if they leave prematurely	Briefly read Keep on file
<b>Reporting periods and payment details (Appendix H)</b>	Outlines the reporting periods and explains how you will be monitored	Read
<b>Qualification and account details (Appendix I)</b>	To make sure you have demonstrated you are robust (adhere to regulations, financially viable, insurance etc) you must have filled out a Surrey County Council PQQ form Bank details required to pay your organisation	Tick appropriate box in section 1 (ask us for a PQQ if you need to fill one out) Fill out bank details in section 2 – return to us with signed grant letter
<b>Information Sharing Consent Template (Appendix J)</b>	To have the FJF employee read and sign when they sign employment contract	Keep on file

## **Activate** To activate the grant agreement and fill a vacancy

<i>Document</i>	<i>Description</i>	<i>Action for you</i>
<b>Vacancy Form</b>	We will fill this out with the vacancy information you have provided, this form and your job description is sent to Job Centre Plus	Provide us with any additional information when you submit your job description
<b>Grant Activation letter</b>	To activate the grant agreement with the specific vacancy and successful candidate's details (see appendix B and appendix C of Grant Agreement)	We will send this to you with the details of the candidate you are appointing after interviews  Sign and return document to us
<b>Information Sharing Consent</b>	See appendix J	Have candidate sign and send copy to us

**Reference:** to provide you with examples of documents you may wish to implement such as job description, employment contract, policies & procedures, development and exit plan

### **Other actions:**

See the process diagram in section 6 for actions for you to complete at the following stages **Applications, interviews and appointments, Training & support during placement, Monitoring & payment during placement, and Placement ending**

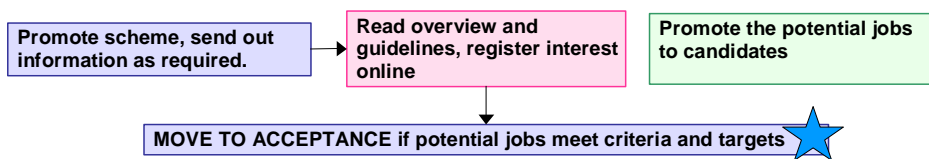
# 6 Process

This is a breakdown of how you as a prospective employer will move from being interested in the scheme to signing up and activating vacancies and appointing young people. This process is quite thorough – **please note you would only undertake the pink activities.**

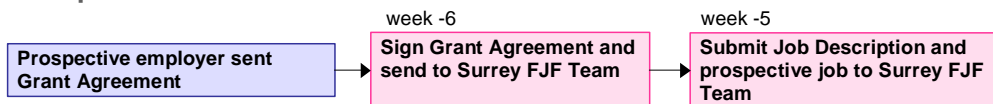
Key: SCC FJF Team Job Centre Plus Employer Candidate

V. 5 draft dated 16 April, K.Barry

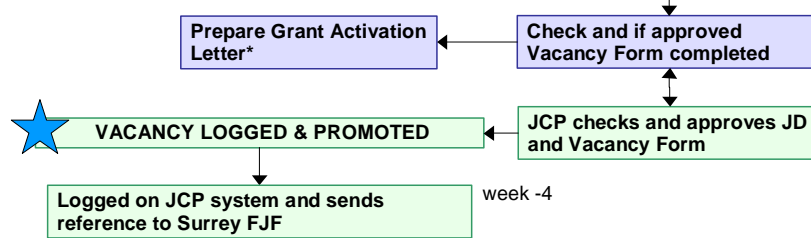
## Engagement



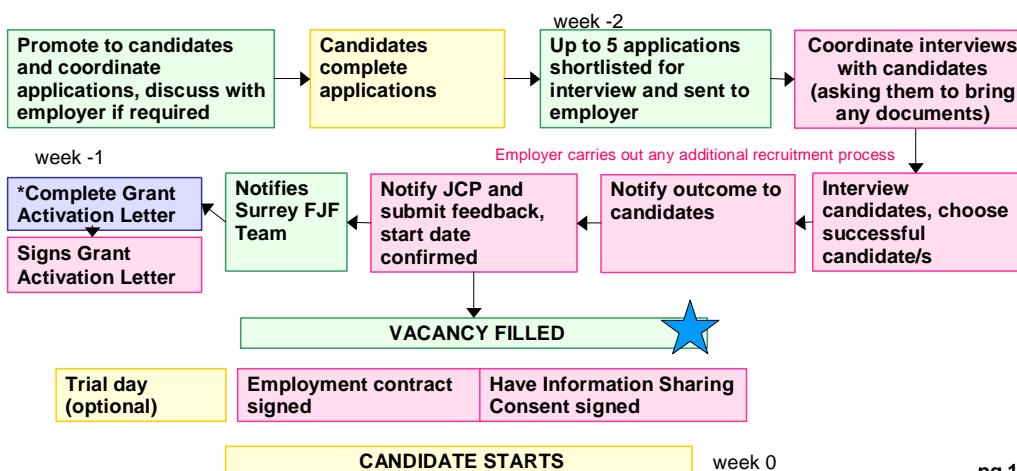
## Acceptance



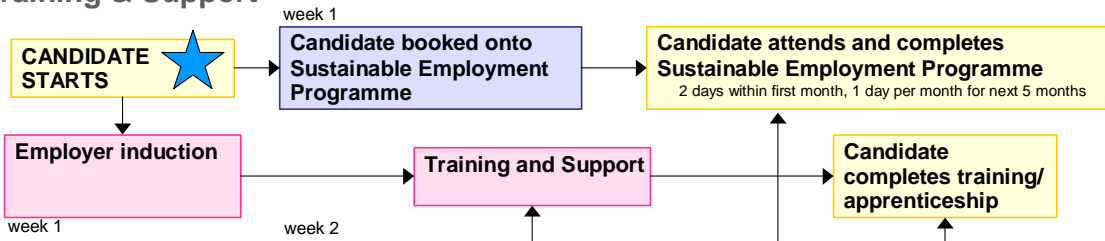
## Activate



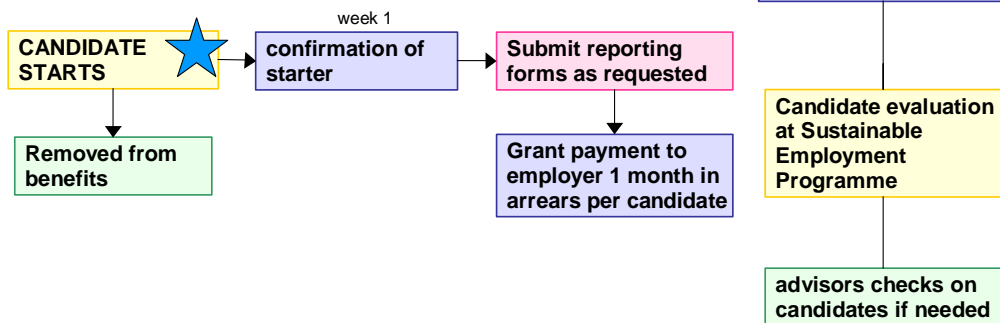
## Applications, interviews & appointment



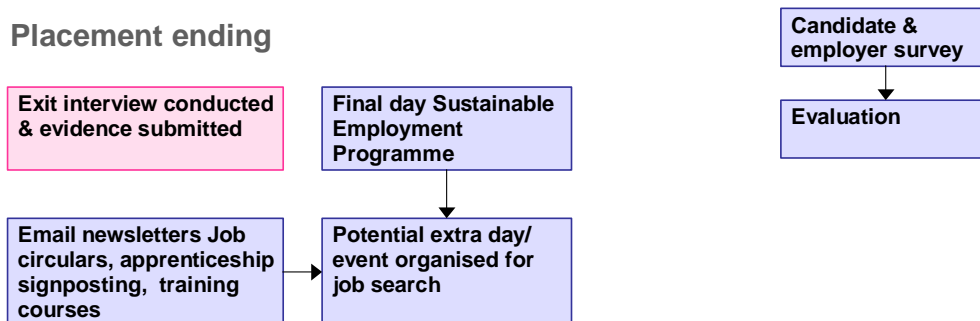
## Training & Support



## Monitoring & payment



## Placement ending



## 7 Contact details

We will update our webpage on a regular basis and hold monthly briefing events. Please contact us if you have any questions or need any further information.

Surrey Future Jobs Fund Team  
[fjf@surreycc.gov.uk](mailto:fjf@surreycc.gov.uk)  
[www.surreycc.gov.uk/futurejobsfund](http://www.surreycc.gov.uk/futurejobsfund)

Project Manager – Kate Barry  
[kate.barry@surreycc.gov.uk](mailto:kate.barry@surreycc.gov.uk)  
020 8541 7031  
07792 188 182

### Next steps

- Go to [www.surreycc.gov.uk/futurejobsfund](http://www.surreycc.gov.uk/futurejobsfund) if you would like more information
- Register your interest as soon as possible:  
<http://www.surveymonkey.com/s/DZ6KW2P>
- Attend one of our monthly briefing sessions: email [fjf@surreycc.gov.uk](mailto:fjf@surreycc.gov.uk)
- Or contact the Surrey Future Jobs Fund team on 020 8541 7031
- Follow the steps in section 6