

## Kickstart – Frequently Asked Questions

The government has launched its 'Kickstart' scheme which promises to:

- Fully fund employers to offer six-month contracts for 25 hours a week at national minimum wage, to 16-24 year olds currently on universal credit.
- Cover all costs including salary, national insurance and statutory contributions. • Offer an additional budget of £1500 to cover any training, support or equipment the new employee might need.

These roles can be in any part of the organisation that needs help - social media, admin, finance or wherever - and can be home or office based. In fact, the additional budget can be used to cover any equipment you might need to set them up for home working, in line with current government guidance.

Some frequently asked questions are answered below:

### 1) Does the role need to be carried-out in the office?

Roles can be home or office based, and you can cover the cost of purchasing any additional equipment with the budget of £1500.

### 2) Are their specific job roles?

The job itself can be helping with whatever you need doing, from admin to social media to clearing that backlog of invoices – *if it does not require extensive vocational training before starting.*

### 3) How will the recruitment process work?

If funding for your role(s) is agreed with DWP, it will be advertised via jobcentres and local work coaches will put forward candidates who are potentially suitable. You would then shortlist and interview candidates in line with your usual recruitment process

### 4) What is the timescale for recruitment of these roles?

This funding is available to employers, or groups of employers, who collectively can offer 30 or more placements. If funding is agreed, you can start recruitment immediately.

### 5) Can I offer to pay more and / or offer more hours? Yes.

The government funding will cover 25 hours at the national minimum wage, but you are welcome to top up the hours or salary if you choose.

**6) Can this be used to cover salary for existing roles?**

No. Any jobs advertised must be new, not covered by any recent redundancy processes and not part of any current recruitment activity.

**7) Do I have to take someone on if I advertise one of these roles?**

No, but there are a lot of people currently eligible to apply so hopefully you'll find the perfect person.

**8) What happens if they leave before the end of the placement?**

You will be paid for the hours they worked for the business, so you won't be out of pocket.

**9) What training and support do I need to offer?**

The usual induction and training you would offer any new employee, plus some support with career advice, basic work skills and CV / interview guidance. We are very happy to cover off these elements if this is not something you have capacity to offer internally. Likewise, we can also help with payroll and payments. Please email us on [kickstarter@communitybarnet.org.uk](mailto:kickstarter@communitybarnet.org.uk) or call 0208 364 8400

**10) How does the payment work?**

You will be paid the £1500 additional budget at the outset, and then salary and other contributions will be paid retrospectively in month four (to cover the first three months work) and month seven (to cover the second three months).

Contact us on:

[kickstarter@communitybarnet.org.uk](mailto:kickstarter@communitybarnet.org.uk) or call 0208 364 8400