

FUTURE JOBS FUND

Expression of Interest for Employers

Overview

The Association of Greater Manchester Authorities (AGMA), on behalf of the 10 local authorities of Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan, have been successful in securing the largest Future Jobs Fund bid in the country – to create 8000 jobs over the lifetime of the programme.

This will operate from October 2009 to April 2011 (ending in September 2011).

What does it mean for you?

Employers can contribute directly to the Future Jobs Fund objectives in achieving 8,000 new jobs. By committing new jobs you can:

- Recruit additional staff
- Have the salaries paid for at the National Minimum Wage for 6 months
- Make a real contribution in assisting young people to develop and improve their employment prospects
- Create jobs which will benefit the local community

How can employers get involved?

All you have to do next is let us know:

- how many jobs
- what type of jobs can you create
- when the jobs are likely to be available

Then complete the template below to express an interest as an employer to create jobs.

- **NB:** All of this will be discussed and detailed in full by your allocated New Economy advisor.

Expression of Interest Proposal Form

1.1 The name of your organisation

1.2 Contact details

Address Phone Email

1.3 What is the legal structure of your organisation? Public, Private, Non Profit, Third Sector etc

The minimum Criteria

Please confirm that the position(s)

2.1 That the jobs are additional i.e. you are not replacing any existing members of you workforce.

2.2 That the jobs you are offering will last for at least 6 months, provide work for at least 35 hours per week and be paid at least the National Minimum Wage (If you envisage the job being for less than 35 hours, please speak to us about this)

2.3 Please briefly explain how the jobs in this proposal will directly benefit the local community

<p>What will the proposed job/s deliver?</p> <p>What type of work will be carried out?</p> <p>How will the job directly benefit the community?</p> <p>If the job(s) do not directly benefit the community, does it have a supporting role? Please detail:</p>

Job Profile, Scale and Duration

3.1 How many jobs will you create, where will they be based and over what time period?

Job Title	Number of vacancies per Job role	In what area of Greater Manchester

Delivery Components

4.1 We are committed to ensuring that all our FJF employees receive a minimum standard offer from all the jobs we fund. We would therefore like to know which, if any, of the following support you could provide during the 6 months employment, and which (if any) you would prefer to have support with (this can be provided through our managing agent) Please Note: This is only an indication and can be discussed in more detail once we receive your expression of interest (if you are unsure, this can be confirmed at a later date).

Employee support	Yes/No
(A) Employee Management – You will be the contractual employer for the FJF employee and are therefore expected to provide all the functions relating to the employment, such as payroll and HR services.	
(1) Recruitment Service - to manage or be actively involved in the FJF vacancy recruitment, for example, receive referrals from Jobcentre Plus, arrange venues for interviews, take part in interviewing and decide the best technique for selecting applicants to verify their suitability for each vacancy, when requested.	
(2) Individual Action Plan - agree an Individual Action Plan for the FJF employee, which outlines their own personal development goals and training needs, relevant to the job and ensures the effective co-ordination of training and personal development.	
(3) Job Search - identify the job search activity and assistance required by the employee and offer comprehensive support and guidance to the employee. Reference should be made to the Individual Action Plan to ensure that the employee's personal development goals and appropriate training is being undertaken in order to ensure that progress is being made in order to secure their next job.	
(4) In Work Support - provide ongoing support to the employee to enable them to maintain employment and overcome any barriers, which may become evident over time.	
(5) Exit Support - support the FJF employee leaving their employment and offering advice on future options. It is essential that the FJF employee is able articulate to their next employer the learning and development they have gained during their time in the FJF employment.	

Please return your completed Expression of Interest form to:

Nicola Moss
Commission for the New Economy
6th Floor Churchgate House
56 Oxford Street
Manchester
M1 6EU

Or email: nicola.moss@neweconomymanchester.com

Please allow a maximum of 7 working days for your Expression of Interest to be processed. Following this a member of the New Economy Team will be in touch to discuss your EOI further.

Thank you for your support