

Future Jobs Fund (FJF) – Update: 30 October 2009

- **The Interlink Consortium**

From the original expressions of interest received, the consortium of Interlink member organisations able to offer jobs through the Future Jobs Fund scheme, to young people aged 18 to 24, stands at 19. These organisations are referred to below as FJF employers.

- **Future Jobs Development Officer**

Jenny Thomas has been appointed as our Future Jobs Development Officer – if you have any queries about the scheme please contact Jenny at Interlink on 01443 846200 or email: jthomas@interlinkrct.org.uk

- **Job Allocations**

Interlink will receive funding from the Department of Work and Pensions (DWP) to provide 45 jobs for young people aged 18-24, through its consortium, between October 2009 and March 2010 – these jobs will be delivered on a monthly basis (nominally 2 in September 09, 5 in October 09, 7 in November 09, 7 December 09, 8 in January 2010, 8 in February 2010, 8 in March 2010). Each job must be for a minimum of 25 hours per week and pay at least minimum wage.

Potential FJF employers within the scheme will have indicated to Interlink, through their expression of interest, how many jobs they are able to offer. Interlink will then issue a contract to be signed by the FJF Employer and returned to us with a job description for each separate job and a completed job vacancy template(s).

In accordance with our targets, Interlink will ‘post’ jobs with Job Centre Plus (JCP) on a monthly basis. **We posted 9 jobs in October 09 and plan to post another 9 jobs in November 09.**

In the interests of equity the job allocations will be shared out amongst the FJF employers, so they may not initially get allocated the full number of jobs they are able to provide. The first 9 jobs posted with JCP were allocated on a first come-first served basis. From November 09, jobs will be allocated in accordance with the interest shown from the young people being referred to the scheme from JCP.

- **The Funding**

If a FJF employer’s job has been posted with JCP the employer will receive 20% of the funding for that job (£1196) from Interlink. When the job vacancy has been filled and two weeks after the young person has started work, another 20% funding will be received. **FJF employers must let Interlink know if the young person fails to start work or leaves the job early.**

The FJF employer must submit a monthly timesheet and claim form, in arrears, over the following 6 months of the scheme in order to claim the monthly proportion of the remaining 60% funding. This funding equates to £138 per week, though the monthly amount in arrears will vary depending on how many weeks there are in the month. Claims can be paid to FJF employers when Interlink has received its allocated funding from the Department of Work and Pensions.

- **The Process**

For FJF Employers:

Jenny will make an appointment with each FJF employer to check that –

- all relevant policies and procedures are in place
- the organisation can provide a full set of audited accounts
- appropriate employment procedures are implemented for the FJF jobs
- a contract of employment is available including payment at/or above minimum wage.
- on the job training will be provided
- if the FJF jobs are not sustainable after the 6 month period, then the young person is given the opportunity and support to prepare a CV, carry out job searches and attend interviews

Jenny will send out a checklist to FJF employers prior to her visit. This must be signed for our records. She will also explain the payment process and the timetable for completed claims. She will negotiate how timesheets and claim forms are to be returned to Interlink (this can be done electronically). Jenny will endeavour to answer any questions a FJF employer may have or will find out the answers and get back to you!

Jenny will contact a FJF employer and arrange interviews for the young people interested in your jobs. It is up to the employer to decide if you want to interview a young person individually or whether you would prefer to interview several young people as part of an interviewing session. Jenny will confirm the interview arrangements with the young people concerned.

Please let Jenny know:

- if any young people did not show up for an interview, or were late
- if any young people were inappropriately dressed or need further support with interview skills
- which candidate was successful and which were unsuccessful, and why

For Young People referred through the FJF Scheme:

Jenny will meet on a 1:1 basis with the young people referred to the scheme through JCP, to discuss all the job options with them, to discuss any issues or concerns and to arrange interviews. She will contact FJF employers for feedback, monitor job placements and provide the appropriate information to JCP.

- **Community Benefit**

A FJF job must provide 'community benefit'. This means:

- it must be of benefit to the community over and above the benefit of employment
- create directly, or significantly contribute to the creation of, tangible and lasting benefit to the community, groups or individuals
- be clearly demonstrated in the vacancy and is not just an 'add-on'

- **Data Protection**

FJF employers have a legal responsibility to comply with the Data Protection Act 1998. This applies to data sharing, transfer and retention. Employers must seek 'informed consent' from their employees to share their information with Interlink and the DWP for payment and validation and for evaluation of the project. Consent must be explicit with a signed consent form used. In addition, the DWP recommends that a clause is inserted into the contract of employment for FJF employees as a further safeguard to ensure that they understand that their details will be shared.

Jenny can provide FJF employers with a template for a consent form and some appropriate wording for the employment contract - if required.

****We will compile a Frequently Asked Questions sheet for our website - www.interlinkrct.org.uk - and the FJF briefing will be updated at least monthly.**