| Organisation Name: | Reform Radio |
| --- | --- |
| Organisation Website: | www.reformradio.co.uk |
| Organisation Address: | Bonded Warehouse, 18 Lower Byrom Street, Manchester, M3 4AP |
| Organisation Description: | |
| We’re a multi-award winning online radio station and arts organisation working with local  creatives, DJs and young people to develop and showcase new work via our online  platforms. This large, active community works together to create all the content on  Reform Radio, supported by regular outside broadcasts within the city, as well as specially  recorded shows from artists across the globe.  We’ve been repeatedly recognised by MixCloud as one of the top five radio stations in  Europe at their Online Radio Awards. In 2019 we won Gold for Best Business Partnership  alongside Allied London at the Manchester Culture Awards, a culmination of five years  work to ensure the cultural democracy of new city centre development Enterprise City.  Reform Radio is more than just an online station. We’re a revolutionary not-for-profit that  uses the engagement of radio to work with and develop new skills in young people  struggling to find employment. Our radio community supports the wider community; and  so it goes around. We’re dedicated to not only developing people for sustained  employment but also for developing the next generation of creatives for both the radio  and artistic industries. We’re also innovators in new content and forms of collaboration  and are always keen to test out new ideas across our platforms. | |
| Role Title: | Reform Radio Employment Support |
| How Many Positions Are Available: | 2 |
| Max. Number of Referrals Per Job: | 20 |
| Closing Date: | 28/02/22 |
| Hours Per Week: | 25 |
| Working Pattern: | Monday - Friday |
| Salary: | National Living Wage |
| Outline of main role & responsibilities: | |
| This role involves working with participants to support them into employment and volunteering opportunities through 1-1s, group sessions and the Reform Radio Work Club. Alongside this, the Employment Support will be connecting & developing relationships with partners & employers to source high quality and ethical opportunities for participants, so strong communication skills and confidence in social situations are useful to this role.  Key features of this role also include supporting participants to develop their career goals and skills, polish their CV and search for opportunities whilst also supporting participants with successfully entering a role, from job applications, finding the right role and cover letters to interview prep and future planning. This role will additionally be undergoing the monitoring and reporting of data on employment & outcomes, keeping systems up to date and reporting to their Line Manager. | |
| **Essential** skills, knowledge and qualities required: | |
| * Experience of supporting people into employment. * Excellent communication skills. * Excellent time keeping skills. * Ability to multitask. * Excellent organisational skills. * Experience of working with young people. * Excellent skills in job search, CV writing and applications. * Good knowledge on employment and support agencies across GM. * Excellent skills in google drive - using google sheets and forms (or Excel and Word). | |
| **Desirable** skills, knowledge and qualities required: | |
| * Experience of delivering workshops on Zoom. * Experience of delivering workshops. * Good skills in audio production. * Experience of reporting and data management. | |
| Employment Support: | |
| All eligible applicants will be invited to Reform Radio for an initial pre-interview skills workshop.  Successful applicants will access the following throughout their placements:   * Wellbeing support from appropriately qualified professionals. * CV and progression support, including regular ‘work club’ and opportunities to meet other employers. * Support with digital barriers where remote working is required. * Ongoing pastoral support, in the form of check-ins from Reform Radio staff. | |

| Main Contact Details | |
| --- | --- |
| Name: | Rachel Roger |
| E-mail address: | kickstart@reformradio.co.uk |
| Telephone number: | 0161 806 0879 |
| Company address: | Bonded Warehouse, 18 Lower Byrom Street, Manchester, M3 4AP |

**Kickstart Eligibility -** 18-24 years old and claiming universal credit, not currently in employment or education.