

We have put together a set of Frequently Asked Questions about the Kickstart jobs scheme to help museums consider this opportunity.

New information is emerging daily on the gov.uk pages for this Scheme, so this update is correct at time of writing (1<sup>st</sup> October 2020). For full information, visit the Kickstart Scheme website: [www.gov.uk/government/collections/kickstart-scheme](https://www.gov.uk/government/collections/kickstart-scheme)

## What is Kickstart?

A fully funded job placement scheme for young people aged 16-24 who are at risk of long term unemployment. The Scheme will run until June 2021 and currently has £2 billion pledged towards it.

## What does 'fully-funded' mean?

The wages of a young person for 25 hours per week, for 6 months, at the age-relevant minimum wage and National Insurance and minimum auto enrolment pension costs will be funded by the Government.

In addition, employers will receive one payment of £1500 to support the placement set up and support costs. (Employers will need to spend this appropriately to support the job holder and their training and support needs.)

'Gateway' or representative bodies, which apply for funds on behalf of employers that want to host fewer than 30 placements, will receive £300 per placement to cover application and co-ordination costs.

Employers that receive funding to employ someone will need to profile two months' costs of each job role, 'up front'; DWP will reimburse employers directly, including NI and pension costs, at two month intervals, from month two of the placement, finishing in month six.

## What kinds of roles can become funded job placements?

Kickstart job placements must not be used to replace existing or planned vacancies or cause employees or contractors to lose employment.

Job holders should not be expected to undertake extensive training to be able to carry out the role.

The job role should provide opportunities for the holder to develop basic workplace skills such as team working, attendance and timekeeping.

The employer should support the job holder to develop a CV, look at next steps and progression routes and develop interview skills.

To ensure as many young people as possible can benefit, once funding is secured and a role is created, it can be filled again, by another young person, once the first job holder has completed six months, though there is no requirement to host repeat placements.

### **How will young people apply for Kickstart jobs?**

Local Job Centres will receive details of all available, funded Kickstart job roles from participating employers and/or Gateway organisations. Job Centre staff will select and refer young people who are on Universal Credit and at risk of long term unemployment to apply for Kickstart job opportunities. Employers will be able to select and recruit from these referrals. The recruitment process must be within the age parameters of the Kickstart Scheme and otherwise in line with Equalities legislation.

It is not yet clear whether employers can provide valid reasons for not employing young people in the 16-18 age bracket, for example for safeguarding reasons, or whether all roles must be open to young people across the full age range, 16 to 24. Gateway organisations are likely to offer some support to employers with recruitment.

### **I've heard you must host 30 job placements to apply for the funding?**

Employers who can host 30 placements can apply directly to take part in the Scheme.

If you cannot host 30 placements you need to find what the government is calling a Kickstart Gateway to help your museum to take part. Gateways will gather information about the job role you want to create and then apply on your behalf for funding for it. Gateways are also likely to offer support with getting ready to host the placement and provide the right training and support to the young person (and may offer you the opportunity to buy this support back from some of the £1500 that you receive to support the placement).

### **I want to take part but I can't host 30 placements. How can I find a Gateway who can apply for me?**

Organisations that are willing to act as Gateways have registered with the Government. A range of different kinds of organisations want to act as Gateways - from local authorities, to community organisations, Further Education Colleges, and training provider companies.

In the South West, most large and some small local authorities have registered as potential Gateways, as well as the Real ideas Organisation (RIO), which is funded by Arts Council England to support cultural organisations – including museums - to engage with young people.

It's uncertain that all the Gateway organisations that apply on behalf of employers will be funded. Partnering with an organisation to apply for you does not guarantee Kickstart funding. The overall size of the Kickstart pot is £2 Billion, but there is a very high level of interest.

### What is South West Museum Development doing to support museums to take part?

- We are working with National Partners, Association of Museums (AIM) and Museums Association (MA), and will be signposting museums to potential Gateway organisations
- We are working with Regional Partners, including the Arts Council Bridge and signposting museums to potential Gateway organisations
- Gathering a regional understanding of which museums in the South West have some interest in taking part, with what kinds of job roles, and which Gateways they are looking to partner with
- Through our network of local Museum Development Officers, supporting museums to link with Gateways to form partnerships
- Through advice, signposting and training, supporting museums towards good practice in entry level job roles, informed by national policy priorities including [Character Matters](#); Sector Skills Councils' strategy and local priorities as defined by local authorities' and Local enterprise Partnership's (LEP) priorities.
- By working with partners and through provision of advice, signposting and training, supporting museums to provide a worthwhile employment experience for the young people with them through Kickstart.

### Before you take the plunge and find a Gateway – some questions to ask:

Think strategically - what would a young person be employed to do with your organisation for six months? It needs to help you to deliver your business plan and your operation and be Covid secure. It needs to be a role that doesn't require them to do a lot of training before they start. It needs to be a balanced job role that provides them with real, transferable workplace skills and the time to think about their next steps. Think about how will you will supervise and support them and how the people doing this will be supported and upskilled if necessary.

Check - does your constitution allow you to employ staff?

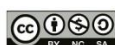
Check policies that affect your organisation as a workplace – is the organisation ready and able to provide a positive, safe and supported job role and working

South West Museum Development  
Bristol Museum & Art Gallery  
Queens Road, Bristol BS8 1RL

**0117 922 4653**

[www.southwestmuseums.org.uk](http://www.southwestmuseums.org.uk)

[@swmuseums](https://twitter.com/swmuseums)



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environment? (Remember that you would receive funding to help you to buy equipment and training). What experience and skills can you draw on internally and through partner organisations to help you?

What capacity and potential for 'stretch' is there, to ensure your team – at all levels – can provide a worthwhile job placement for a young person? If you are already an employer, your workforce may recently have undergone a lot of change.

You also need to ensure that any role you create is a genuinely new role and does not result in loss of employment for employees or contractors.

### **Deciding on a Gateway to apply with – some questions to ask:**

If it's a local organisation, do you have an existing relationship, including a funding relationship, that already helps you to fulfill your organisation's purpose? Are their aims aligned with yours?

For any Gateway - Are you clear on the organisation's track record and suitability to manage and co-ordinate an application of multiple employers to Kickstart? Would they make a good application for the kind of job role you want to offer through Kickstart? What support is on offer from the Gateway, beyond applying to the Kickstart Scheme for you?

If in doubt, ask us - email [museum.development@bristol.gov.uk](mailto:museum.development@bristol.gov.uk).

### **Some Gateway options to consider:**

- Your local authority
- Your local college
- Community organisations and social enterprises, such as Real Ideas Organisation (South West-wide) and Community First (in Wiltshire)
- The Sector Skills Council for Creative and Cultural organisations – Creative and Culture Skills <https://www.ccskills.org.uk/>, who are inviting museums to link with them through the Museums Association and Association of Independent Museums.

The full current list of Gateways can be found here:

<https://www.gov.uk/guidance/find-someone-to-apply-for-a-kickstart-scheme-grant-on-your-behalf>

**But remember - volunteer-led museums that are new to employing staff who might be interested should use our Get In Touch form to find out how SW Museum Development can support you.**

## What can I do now?

- Look at your Business Plan; talk to colleagues!
- If you decide to put your organisation **forward to a Gateway**, let SW Museum Development know – email [museum.development@bristol.gov.uk](mailto:museum.development@bristol.gov.uk) using the **subject line Kickstart and your Museum's name**.
- If you are a **volunteer-led organisation** and new to employing young people, contact us through the [Get In Touch form](#), selecting Volunteering from the drop-down menu, as we have additional resources and funding to support you to do this well.

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