



Department
for Work &
Pensions

KICKSTART SCHEME

The eligibility criteria are that candidates are 16-24, have no income and are on universal credit.

DWP Bid Unique Identifier

Job Placement title

Job Placement summary

Role Summary: Ensure the proper record keeping of HR records

Duties and responsibilities

You will be expected to undertake some or all of the following:

- Be the first point of contact for all HR-related queries
- Administer HR-related documentation, such as contracts of employment
- Ensure the relevant HR database is up to date, accurate and complies with legislation
- Assist in the recruitment process
- Liaise with recruitment agencies
- Set up interviews and issue relevant correspondence

HR is a good platform for learning about business and moving into other departments. Training and support will be provided for suitable candidates.

Desirable; You are likely to be a graduate with a first degree, either in HR or in a management, psychology or business-related discipline. Alternatively, you could have previous experience either in a general administrative role or HR. Most of our HR Administrators are trained on-the-job, but we also expect our staff to work a certified qualification.

About us: SACOMA GLOBAL Foods Innovation is a multifaceted UK healthy foods business with focus on natural and innovation. We develop and distribute/retail healthy foods and beverages. We are a rapid-growth disrupting food company with an award-winning brand and products. With a consistently high number of active projects we work across a broad variety of categories such as confectionery, snacking, condiments, baby foods, raw herbal infused honeys, hot and cold beverages, bakery, fresh produce and many more. Ours is a small team passionate about healthy and natural foods. Through our consumer education programme, eating well to live well, we want to help people to choose healthy foods, live healthier lives, as we engage with the food industry and other stakeholders to develop and supply foods that could deliver real health benefits and have a real impact on consumers' health. We are an International Foods Innovation Award winning business; with own processing units and retail/distribution chain. We offer a host of information events and workshops to our customers.

Essential skills, experience and qualifications

- Strong administration skills
- Familiarity with business software such as Microsoft Office
- A high level of confidentiality
- Excellent interpersonal and customer-facing skills
- Strong communication skills, both written and verbal
- The flexibility and willingness to learn
- To enjoy working with people
- Tact and diplomacy
- Good administrative skills
- The ability to work as part of a team
- The ability to work accurately, with attention to detail



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Job category

Number of

Working pattern and contracted hours (including

Hourly rate of

Details of employability support (training opportunities/mentor)

We offer high-quality roles for Kickstarters recruited and provide them with a meaningful and fulfilling role in the business. Support and induction to help fill in the role and a valued member of our team.

We will also work with the local council's Employment and Skills team to give the Kickstarter employment support, and support them to access other employability skills training, to enable them to progress to onward opportunities after their placement

We will provide Kickstarters with a high-quality job reference following successful completion of the placement for their onward opportunities. We will provide them with the following employability and skills support and training:

- Wrap-around support to ensure that each individual young employee has gathered basic work skills including Attendance, Timekeeping, Teamwork, Communication, Travelling to work. To help the individual look for long-term work, including career advice and setting goals, support with CV and interview preparations and supporting the participant with basic skills, such as attendance, timekeeping and teamwork. We will do all of this for the employers.

- Employability Courses. We will ensure the skills are incorporated into the package. Individuals will also be given training on CV, interviews, job search process, in-work support, setting career goals and careers advice.

- Tutor Support. Our business membership to local councils employability programme will ensure the kick-starters have access to tutors can provide further support should that be required. This can take the form of more personalised careers advice.

- Kickstart Qualification; once each individual has completed the support courses, we will provide a certificate for our Kickstart Qualification to prove the individual has done this and provide evidence to the government.

- And any kickstart who gets a job interview before their placement end will be given the opportunity and support to attend any job interviews that could lead them into a full-time job role with other organisations/businesses.

- To share best practice we will provide article contributions to the local free newsletters to share experiences with other potential employers. We are an Equal Opportunities employer and committed to encouraging equality and diversity in our workforce

Company name

Closing date for applications



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Using the table on the next page please provide details for each Job Placement by location.



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Employer Job Placement reference (where applicable)	Job Placement location and address (including post code)	Contact details for the Job Placement Name Email address Telephone	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available? Yes/ No/ Don't know	Anticipated start date/s (if known)
LIMB-S/HR	159 BROAD STREET, DAGENHAM, ESSEX, RM10 9HX	PEREZ OCHIENG Perez.sacoma@gmail.com 07764 961 489	Apply in writing to (perez.sacoma@gmail.com), telling us very briefly why you're the right person for the job, include an up to date CV and details of your expected salary. We can't wait to meet you!	2	5	yes	April/May 2021