



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

Digital Content and Digital Communications Manager  
(For Newsletter)

## Job Placement summary

### The role

This role will involve content writing, editing and management on our newsletter, website and our email marketing channels, as well as managing our email automations. It will also involve identifying content opportunities for social media, supporting our awareness and food education initiatives and sales reporting where required.

- To manage the Samaritans monthly email newsletter from end to end
- Create, edit and manage content for our website and email marketing
- Update and manage content on our websites, to ensure content is accessible and usable
- Write new product promotion content to be used across our website, email marketing and social channels
- Respond to content opportunities by updating existing content or writing new content for our website and email marketing channels
- Respond to tasks and enquiries from staff teams through the Digital Service Desk
- Work with our external digital agency, or other freelancers and suppliers on content
- Work with the Events and Community teams to support their automated email journeys
- Develop new email marketing automations where appropriate
- Design new email marketing templates and update existing ones where needed
- Collaborate with relevant staff teams on content creation for these journeys

**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.



Department  
for Work &  
Pensions

# KICKSTART SCHEME

Essential  
skills,  
experience  
and  
qualifications

- Good working knowledge of website content management systems to publish content.
- Good working knowledge of email service providers to design, create and send marketing emails.
- Experience working with Adobe Creative Suite to create graphics and other visual assets to agreed visual identity guidelines
- Ability to create content for a range of audiences for a mix of purposes,
- Understanding of digital copywriting and publishing
- Good interpersonal and team working skills, to be able to clearly and concisely communicate aims, creative approach, priorities and concerns
- Working knowledge of social media reporting tools, email marketing reporting tools and Google Analytics. Educated to degree level or equivalent is preferable but equivalent experience will be considered.

Job category

Number of

25 hours per week

Working  
pattern and  
contracted  
hours  
(including

Flexible working hours  
The opportunity to work for the fast growing food brand for healthy food products and own retail brand in UK, alongside a young talented team dedicated to serving thousands of passionate customers. We offer 28 days holiday (including Bank Holidays), a pension scheme and remote working.

Hourly rate of

National Minimum Wage

Details of employability support (training opportunities/mentor)



# KICKSTART SCHEME

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

SACOMA FOODS AND GLOBAL BUSSINESS INNOVATION AND LEADERSHIP TRAINING (SACOMA-GLOBAL) LIMITED

Closing date for applications

23 April 2021

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



Department  
for Work &  
Pensions

# KICKSTART SCHEME

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/NEWS	159 BROAD STREET, DAGENHAM, ESSEX, RM10 9HX	PEREZ OCHIENG <a href="mailto:Perez.sacoma@gmail.com">Perez.sacoma@gmail.com</a> 07764 961 489	Apply in writing to ( <a href="mailto:perez.sacoma@gmail.com">perez.sacoma@gmail.com</a> ), 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!	1	5	yes	April/May 2021