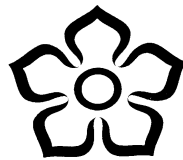


**Leicester Jobs Fund (LJF)
For completion by Employer
(Recruitment Incentive Offer)**

Criteria & Guidance



Leicester
City Council

1. Background and scope of Leicester Jobs Fund (LJF):

We are now inviting Leicester and Leicestershire employers to apply to the **Leicester Jobs Fund (LJF)** which has been designed to support employers to create 6 month long jobs or 12 month Apprenticeships for unemployed economically inactive individuals' resident across Leicester and Leicestershire aged 16 - 24.

Objective

The main objective of LJF is to continue to tackle unemployment within the City and County for the 16-24 age groups, those who have been out of work for over 12 months or have been economically inactive. This initiative will provide further opportunities to residents of Leicestershire.

Scope

This scheme is being funded from various funding resources of Leicester City Council, the Leicestershire Enterprise Partnership and Talent Match funded by the Big Lottery Fund. This will funding can be used to contribute towards the employee wage costs.

The total funds available are limited to supporting approx. 100 participants; therefore the scheme will operate until such time as its resources are fully committed or until 31st March 2019 (whichever is soonest)

3. Process chart:

The chart below provides an overall summary of the LJF processes that need to be followed by employers.

Stage	Activity
1	Submit Enquiry form
2	Enquiry is followed up within 48 hours with a phone call and if appropriate an email containing the full application form
3	Application form signed and submitted by the Employer with four weeks of initial enquiry
4	Using our own/ partner's pool of candidates we will advertise your vacancies (if you find a candidate forward details over to us to check eligibility)
5	LJF team will pre-screen eligible, candidates for the role. (Candidates will be found through project partners/ organised events)
6	LJF team will arrange interviews at business/ council premises
7	Once eligible applicant has been appointed, LJF will require BAC's details on letter head paper from employer to set up payment schedule
8	Payments will be issued in two instalments via BACs supported by wage slips
9	Claim 1 once candidate has completed 3 months in employment, Employer submits copies of first 3 months wage slips
10	Claim 2 once candidate has completed 6 months in employment, Employer submits copies of wages slips for months 4, 5 and 6

4. Assessment of Employer Enquiry:

Each enquiry submitted will be followed up with a phone call, if the enquiry is suitable for the LJF initiative the full application form will be sent to the employer by e-mail.

Completed applications received by LJF will be approved, rejected or requested to re-submit.

The job opportunities will be advertised through LJF events and released to project partners. Partners will refer eligible candidates to the LJF team.

Eligible candidates will be invited for a pre-screen session to narrow down applicants in the selection process.

If candidates are suitable, an interview will be arranged for the employer (can be at Leicester City Council premises or at the business)

Please Note: You can only apply for up to 5 grants and will receive a maximum grant of £2,500.00 for any one application managed by Leicester City Council.

All Applications will be scored against the following assessment criteria:

Relevance to the specified target group

- Is the job relevant to the target (16-24) age group and appropriate to the grant criteria (please see LJF Terms and Conditions document for more details).
- Does the person belong to one of the target groups; Ex-offender, Care Leaver, Mental Health, Any disability or Unemployed 12 months.
- Is this a new post which will not be replacing nor putting other jobs at risk?

5. Completing the on-line Employer Enquiry form:

Once an Enquiry has been made, this will be followed up by a phone call to the employer from the LJF team. This is an opportunity to find out what is involved in the project and how we will be able to match suitable candidates for the roles. If the business has decided to take part in the scheme an email will be issued containing the full application form.

To access the initial enquiry on-line form click on the link below :

On-Line Employer Enquiry Form

Once you have opened the on-line form for the first time you can start inputting your details into the boxes as indicated.

Boxes marked with an * are mandatory fields and must be completed, otherwise your expression of interest will not be accepted.

PLEASE TYPE DIRECTLY INTO THE BOXED AREAS ON THE FORM ONLY.

If you need additional support please contact Shahid Dagia on 0116 4542989 or alternatively email Shahid.Dagia@leicester.gov.uk.

6. Completing the full Application form:

Employers will receive an email containing the full LJF application form and the guidance and criteria documents via email. All documents and communication will be stored electronically and a paper file will also be created.

Please note: All sections of the form must be completed and returned to LJF within four weeks of initial expression of interest form in order for your application to be approved.

Once the application form is fully complete, please submit the full application form via email or post it to us along with the following documents:

- Job vacancies, one for each separate post (up to a maximum of five)
- All sections signed off
- BAC's details on company letterhead

It will then be assessed and employers will receive an email of approval or rejection.

Once the application is approved, the LJF team will liaise with project partners involved to refer suitable candidates for the posts. If the employer has found a suitable candidate, the LJF team will require the individuals' details to check eligibility for this scheme.

Eligible Candidates will be invited to a pre-screening session to enable us to narrow down and shortlist candidates for each post which will then be followed by an interview with the employer.

7. Claims process:

Employers will be paid in two instalments. First payment will be issued once the eligible candidate has completed 3 months in employment. The final payment will be issued at 6 months.

The LJF will be in touch with employers at the different claim periods to issue the grant. This will need to be evidenced with wage slips for the entire period of claim. Claim 1 (month 1, month 2, month 3) claim 2 (month 4, month 5, month 6).

Once the claim has been approved funding will be released via BACs.

If you require further advice or support in relation to any aspect of the Leicester Jobs Fund Grant then please do not hesitate to contact:

Shahid Dagia: Shahid.Dagia@leicester.gov.uk

Tel: 0116 4542989

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