



## **Fife Job Contract Employer Recruitment Incentive Offer.**

### **Briefing for Front Line Employability & Employer Engagement Staff:**

#### **1. Introduction**

##### **Fife Council and Scottish Government investment to create job opportunities in Fife to aid COVID Economic Recovery**

Fife Council are engaging with public, private and third sector Fife-Based business and Employability Provision to create jobs, training and upskilling opportunities for people of all ages. This is part funded by Scottish Government additional investment of £4.5million to support economic recovery and reduce the negative impacts resulting from the COVID pandemic.

These opportunities are being supported through Fife Job Contract (FJC) and are aligned to the Young Person's Guarantee, No One Left Behind and Fife Council employability initiatives.

Fife Job Contract Employer Recruitment Incentive investment aims to help Fife based businesses create meaningful job and upskilling opportunities for unemployed people living in Fife. This will help individuals build employability skills and confidence whilst in paid work to enhance their future job prospects and progression towards to sustainable employment.

**Fife's Employability Providers are crucial to our efforts to engage with public<sup>1</sup>, private and third sector employers; by supporting employers to access Fife Job Contract ERIs to fund paid opportunities that benefit the business and create jobs for individuals supported on the employability pathway.**

#### **Fife Job Contract ERI conditions**

ERIs can be used to create paid jobs that are supernumerary to the existing workforce<sup>2</sup> tailored to meet the needs of the business and boost recovery in all sectors of private and third sectors. We are particularly keen to support investment for emerging and challenged sectors such as hospitality, haulage, social care and administration and harder to fill or entry level opportunities within facilities, catering, cleaning, care, education, training, retail and specialist sectors.

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<sup>1</sup> Fife Council Employability Service are engaging with Fife Council and NHS Fife to support the creation of paid jobs within the public sector.

<sup>2</sup> There are no restrictions on the types of job opportunities funded, however it is essential to show these are not detrimental to the existing workforce or to replace redundant posts

Our ambition is to create over:

- 140 new private and third sector job opportunities for adults
- 100 new private and third sector job opportunities for young people
- 30 new private and third sector Modern apprenticeships

By March 31<sup>st</sup> 2022, in addition to investing in training, qualifications and certification that supports in work progression.

## **2. The Role of Fife's Employability Providers**

Fife's Employability Providers are at the forefront of helping us realise Fife's Plans for Recovery through No One Left Behind ambitions.

Employability providers can help prioritise ERI investment that maximises employment opportunities for young people and adults who experience barriers or disadvantages who fit the following characteristics to find, stay or progress in work such as people who:

- Are long term unemployed
- Have low or no qualifications
- Lack work experience
- Have caring responsibilities
- Are care experienced young people
- Experience disabilities, health conditions or mental health issues

And other characteristics as outlined within the NOLB Commissioning Framework.

Individuals who fit the criterion outlined above can be supported to find and sustain paid work by using the ERI investment to fund:

- Modern Apprenticeships and traineeships SVQ 3 level and above for up to 1 year
- Six months paid work at living wage (16-36 hours)
- Potential in-work upskilling and training opportunities to support progression of an existing employee (for parents and young people with disabilities, health conditions and mental health issues)

In addition to funding the opportunities outlined, the ERI can be used to encourage employers to offer unpaid work experience or voluntary work<sup>3</sup> that can be transitioned to a paid job or to consider converting existing unpaid work experience or voluntary work to paid employment.

The ERI funding enables employability key workers to enter productive discussions with private and third sector employers with confidence; to negotiate work experience placements for clients who fit the criterion outlined above and lead the employer to apply for FJC funding to create paid opportunities for their clients.

### **Applying for FJC ERI Funding**

Employability key workers can encourage employers to access the funding by advising the employer to email [fjc@fife.gov.uk](mailto:fjc@fife.gov.uk) and request an FJC funding

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<sup>3</sup> Voluntary work is work with a third sector organisation

application. Employability key workers can help the employer complete the application.

Funding applications to create paid work for a specific client- the client's details should be provided on the FJC funding application and the employability key worker should complete and return the Key Worker Evidence Form attached as Appendix 1. It is preferable for the two forms to be emailed back to [fjc@fife.gov.uk](mailto:fjc@fife.gov.uk) at the same time.

Funding applications to create paid work without a specific client identified will be advertised and promoted on local websites and email network groups. Fife's Employability Providers can support clients to apply for these vacancies. If their client is successful in securing a Fife Job Contract ERI funded job, the allocated key worker will be asked to complete and return Appendix 1. to evidence the client meets NOLB characteristics and the provision will provide wrap around support to help the client sustain the job and progress to open labour market employment.

Employers and employability key workers can use the [fjc@fife.gov.uk](mailto:fjc@fife.gov.uk) address to request a call back to discuss the use of funding for employers' workforce development needs or for more information on funding for a client or existing employees who fit the criteria outlined above.

FJC ERI funding cannot be used to support clients on the Fair Start programme.

### **COVID Recovery Ambitions**

Fife's Move to Recovery is outlined in the "Recovery and Renewal Plan4Fife 2021-2024 Update August 2021." This sets out clear ambitions to help people who have been most affected by COVID 19 and our business community; to reduce the impact on health, jobs, poverty and inequalities; to help people into employment as a means of reducing poverty and allowing people to gain the skills and resilience to find work and take up economic, social and educational opportunities.

## Appendix 1



### Fife Job Contract Key Worker Evidence Template:

Key Worker Name and Organisation details	
Email address	

Client Name and address	
DOB	
FORT Registration	
Tick to confirm the client has the right to live and work in the UK	
Tick to confirm the client is not participating in the Fair Start programme	

BARRIER CHECK	Evidence available*	BARRIER CHECK	Evidence available*
Disability, health conditions, mental health issues		Low or no qualifications	
Long term unemployed		Caring responsibilities	
Lack work experience		Women returners	
Care Experienced YP		Other- specify	

*\*Identify the evidence that confirms the client's barriers e.g. assessment, benefits information, third party testimony such as a professional, action plan.*

### Key Work Wrap around and sustainment support

Print and sign to confirm you will carry out the following for the client entering a FJC funded job:

Record details of client's activities and outcomes on FORT
Measure progress in work through regular review with employer and client
Develop and carry out sustainment planning beyond the FJC funding which includes supporting additional training, job search, completing applications and upskilling
Provide FORT reports on the client(s) supported by your organisation and good news stories or case studies as requested by FJC team

Name:

Signature

Date