


**WORKING IN PARTNERSHIP TO CONNECT YOUNG PEOPLE WITH JOBS**

For a full list of Kickstart jobs in Northumberland Tyne and Wear, please visit the North East Local Enterprise Partnership website



<https://www.northeastlep.co.uk/kickstartscheme/>



27-Sep-21

**PLEASE NOTE:** You must be aged 16-24 and in receipt of Universal Credit to apply for these opportunities. You cannot apply for a Kickstart Placement direct with an employer. You need to be referred to these opportunities by your Work Coach.

If you are interested in any of the Kickstart Vacancies on this page, please contact your Job Centre WORK COACH or use the link above and mention the Job Title, Employer Name & Associated Postcode.

We have a full range of vacancies available through Kickstart, if you want to explore more opportunities do contact your work coach

**Kickstart Jobs Spotlight**

This is a snapshot of some of the Kickstart Jobs in Northumberland Tyne & Wear, speak to your Work Coach to find out more.

| Job Title                                       | Employer                     | Location       | Apply by   | More Information   | Skills Required  |
|---|------------------------------|----------------|------------|--|--|
| Reception and Activities Assistant<br>Newcastle | Adventure Leisure            | Newcastle City | 30/10/2021 | Adventure Leisure is the leading operator of leisure venues across the country, both indoor and outdoor. With an aggressive expansion plan it is rapidly growing to become the leading operator of Adventure Golf across the UK. At the heart of the business is fun for all the family and every age group. With three epic adventure golf courses, amazing Electro-Darts plus a fantastic bar and a restaurant, whether you're a big kid or a little kid, there really is something for everyone! Bring on the fun!          | Ability to effectively communicate with guests of all ages, management, and other staff.<br>Ability to work well within a team and maintain effective working relationships. Preferred: Approachable, welcoming, friendly, and enthusiastic.<br>Self-motivated and committed.<br>Both punctual and flexible.<br>Clean and tidy appearance.   |
| Leisure Assistant                               | Gosforth Park Hotels Limited | Killingworth   | 22/10/2021 | The Company is a modern Newcastle hotel in quiet grounds just outside the city Holiday Inn® Newcastle - Gosforth Park hotel sits in a peaceful setting close to the junction of the A1/A19 roads. Direct trains run to Newcastle from Cramlington Station, 7 minutes away by car. Business guests are within 15 minutes' drive of Nelson Industrial Estate, Apex Business Village, Quorum Business Park and Cobalt Business Park. The hotel's 10 meeting rooms hold up to 400 people. There's free Wi-Fi throughout the hotel. | Essential skills, experience and qualifications<br>Good standards of hygiene<br>Good interpersonal skills<br>Preferred: Reliable with good time keeping and time management<br>Teamwork skills but also able to work on own<br>Good attention to detail  |
| Assistant Finance Administrator                 | Barnardo's                   | North Shields  | 06/10/2021 | The two finance officer posts will help support the finance team within Barnardo's. The duties will vary but will include: Completion of account transaction reconciliations on Excel. Uploading reforecasts, budgets and journals onto the accounting system Oracle. Data entry. Downloading finance reports from Oracle. Raising invoices for external partners. Consolidation of impress spend data from services.  | Education: no formal qualifications required. An interest in finance administration. Skills: Good organisational and communications skills; good numeracy skills; able to take responsibility for your own and team's development and learning; able to maintain a positive and enthusiastic team; computer literacy, to include Microsoft Word and Excel. Ability to quickly grasp Barnardo's I.T systems |
| Retail Customer Assistant                       | Milligan's Whickham Ltd      | Gateshead      | 07/10/2021 | Vacancy is for 25 hours per week working 5 hours a day To follow company cash handling procedures. Ensure the retail unit is open for trading both front and back of shop and set up according to company procedures. Manage stock levels to produce little and often, ensuring all products are available and fresh. Continuous stock replenishment of all displays. Undertake training until competent to assist in all operational aspects of the job.  | Training for all areas of the job will be given. Must be able to deliver customer service to a high standard. Must also have a positive attitude and be able to work as part of a team.  |
| Fitters Mate                                    | Deal Direct Blinds           | Gateshead      | 28/10/2021 | To train as a fitter by being out in the field daily with an experienced fitter, duties will include how to fit blinds, shutters, awnings. This would be a full time role for the right applicant.   | No experience is required as full training will be given. A driving licence would be an advantage but not a necessity, working as part of a team you will take pride in your work and have excellent time keeping.   |

|                                       |                            |                    |          |   |   |
|---------------------------------------|----------------------------|--------------------|----------|---|---|
| <b>Maintenance Trainee</b>            | Parkdean Resorts Limited   | Ashington          | 27/10/21 | As a Maintenance Trainee, you will provide an efficient support service within the maintenance team to help improve customer and owner experience within our holiday parks. Maintaining the excellent standards, we have and improving customer satisfaction - you will be part of the reason guests choose our resorts! You will be expected to embrace and promote the Parkdean Resorts values "Creating Amazing Memories" culture whilst often dealing effectively and efficiently with guests on park. We will value your opinion and contribution to our team in discovering new ways to improve guest feedback scores which will be discussed as part of our regular team meetings. | Positive and enthusiastic attitude<br>Well-presented<br>Punctual with impeccable time keeping<br>Guest focused<br>Able to work under pressure<br>Self-motivated and trustworthy<br>Able to work at a fast pace<br>Effective communication<br>Team player<br>Highly engaged in their own learning and development  |
| Coffee Cart Barista                   | Rocco Refreshments LTD     | Wallsend           | 17/10/21 | Join our team on our exciting Coffee/Crepe/Smoothie carts, producing and selling a selection of fresh and healthy refreshments. Full Barista training will be provided, all we need you to be is motivated to work and ready to join in the fun.  | Hardworking.<br>Motivated.<br>Outgoing.<br>Teamwork.<br>Good Communicator.<br>Experience is not essential, however if you have had a background in a customer facing position, or even with coffee or food prep it will be an advantage.  |
| <b>Warehouse assistant</b>            | Silent disco 4 U           | North Shields      | 21/10/21 | The purpose of the role is to:<br>process shipment orders received<br>Manage returns<br>Prepare stock ready for distribution<br>General stock and warehouse maintenance.<br><br>On a daily basis, you will be expected to work as a team to ensure that received orders are being administered, prepared and dispatched in a timely and effective manner.   | Must be able to get to North Shields<br>Maths and English at GSCE C or above<br><br>Desirable but not essential – music technology experience   |
| <b>Customer Service Advisor</b>       | EC Outsourcing Ltd         | South Shields      | 29/11/21 | ECO is an ever-growing independent Outsourcing Contact Centre based in the North East and South Yorkshire, specialising in sales and customer service solutions for some of the UK's leading brands. If you have a great attitude and want to learn, then we have the training and management skills to help you build a career and a great future. Benefits for our call centre and customer service advisors.   | A self-motivator who wants to drive themselves to success.<br>Be a team player, integrating into our companies' culture and values.<br>Have a sense of resilience and professionalism always.<br>Deliver high quality service to customers on each contact.<br>Demonstrate a professional attitude to your work.<br>Ambitious and willing to accept new challenges<br>The abilities to adapt quickly to different situations where multitasking is key.<br>Actively participate in all learning and development opportunities.<br>Ability to recognise own areas of development.<br>Outstanding time management |
| <b>Site Maintenance Operative</b>     | Pacifica Group Limited     | Houghton le Spring | 30/10/21 | Responsible for segregation of waste into specific holding areas (cardboard, polystyrene, plastic). Process segregated recycling waste through bailing and compacting machines ready for collection. Ensure waste processing area is kept tidy at all times, with no access routes blocked.   | Attributes including being Organised and focussed, flexible and able to prioritise a changing to do list essential.<br><br>Must be trustworthy and reliable, self-motivated , working well on own initiative and a good communicator (verbally and written).  |
| <b>Sales and production assistant</b> | Mocha Mondo Coffee Limited | Alnwick            | 19/10/21 | This job involves being responsible to, and working under the supervision of, the Retail Manager and the Roastery Manager The aim is to initially work alongside the retail manager in serving coffee to customers and replenishing supplies at the 'pod' on Amble Harbour.   | Essential skills include the potential ability to serve customers in a fast flowing situation. Numeracy skills are essential, but in a quick thinking rather than a qualification manner.   |

## Specialist Kickstart Opportunities

The Following Opportunities require essential skills/requirements - Contact your Work Coach to discuss any of these

| Job Title   | Employer                         | Location       | Apply by   | More Information   | Skills Required  |
|---|----------------------------------|----------------|------------|--|--|
| Reach and wash cleaner/driver                         | Newcastle District Cleaning Ltd  | Newcastle East | 29/10/2021 | The successful applicant will be working alongside an experienced member of staff working from a van. The van is equipped with a 2 man reach and wash system with everything needed to clean windows, PVC and gutters. Initially you would be taught to clean domestic properties windows and frames using a water fed pole with purified water from the van's tank. After a while you would be taught how to use a gutter vacuum to clear gutters, taught how to clean solar panels, taught how to clean conservatory roofs and clean fascias. You would be shown our cleaning software which shows you worksheets, prices, customers' names and addresses and round order. You will be expected to be able to communicate with customers' - tell them of any special offers we may have. | Must have a clean driving licence and never been banned. Must be fit and healthy Must be of smart appearance. Must live within 'Newcastle area' (i.e. City, rest of Tyneside, South Northumberland, North Durham) Must be a good time keeper. Must be able to work alone or occasionally as a team member. Must be able to follow instructions (e.g. follow Sat Nav)   |
| 2D Animation Generalist                               | Arcus Studios LTD                | Gateshead      | 12/10/2021 | Arcus Studios is looking for a 2D Animation Generalist to work as part of a larger team. The candidate will work to the direction of project leads and team associates to fulfil various stages of the animation pipeline on commercial projects to deadlines, whilst maintaining quality.   | The candidate will have animation experience and will most likely be an animation BA or MA graduate. Knowledge and enthusiasm for the 2D animation process is key. Knowledge of software packages Adobe After Effects and Toon Boom. Applicant does not need to be specialised in all software but should show proficiency in at least one and an aptitude for lateral and technical problem solving.          |
| Landscape Assistant                                   | Layer Landscape Architecture Ltd | Newcastle City | 29/10/21   | We are lively and creative landscape architects. From our rural studios we design, detail and deliver inspirational environments. Our portfolio is exciting and diverse, which will expose you to a range of projects, each offering their own opportunity for your personal development. With the primary responsibility to support your senior team.   | Passion for outdoor spaces . Enjoys working as part of a team . Positive 'can do' approach. Has a degree or postgraduate qualification recognised by the Landscape Institute. Great design and IT skills with experience using design packages such as Adobe InDesign, Photoshop, and Illustrator. Strong communication skills both verbal and written.  |
| Digital Merchandiser and Social Media Content Creator | Blaydon Communications Ltd       | Blaydon        | 30/10/21   | Blaydon Communications are offering an opportunity to join their North East based team as a digital merchandiser and social media content creator. Our core business is commercial audio systems and voice alarm, but we also offer solutions in video, induction loop, conference, and intercom with a small amount of CCTV and access control.   | The ideal candidate would have the following attributes, but we will consider other applicants who have a strong work ethic and willingness to learn: Experience in a similar merchandising role; Web merchandising experience; Content writing skills; Fluent in Excel; Experience in SEO; Ecommerce CMS and sales channel knowledge (Amazon/eBay/WooCommerce/Actinic); Google Analytics (or other analytical |
| School Run Monitor Assistant                          | Dinotots Childcare Ltd           | Blyth          | 30/12/21   | The role will require you to take children in the nursery car to local schools and collect children from schools and return them to the nursery. Within the nursery you will assist the children to get ready for school (putting on coats, shoes etc.) and supervise them prior to leaving, on their return from school   | You will need a full clean driving licence, be a good driver, be very safety aware and enjoy working with children.<br><br>You will be required to undertake an enhanced DBS check   |
| Business Development and Marketing Assistant          | EDUK8 Worldwide Ltd              | Hexham         | 14/10/2021 | You will be required to:<br><br>Using social media for effective marketing and interaction.<br>Research and review online content regularly to ensure accuracy of information.<br>Writing copy for advertising campaigns that is persuasive, engaging and reflects the brand.<br>Drive awareness of products to current and potential customers, in the UK and worldwide.<br>Build and analyse reports to measure marketing, sales, and campaigns results<br>Review of international sales and marketing strategy<br>Prepare marketing strategy for forthcoming national and international trade fairs.  | Creative, practical and able to work under pressure and to tight deadlines. Writing skills are critical along with a high level of computer literacy including word processing, spreadsheets, CRM system. The ability to work on own initiative and prioritise workload. Flexibility, adaptability and attention to detail. Knowledge of social media platforms and understanding of SEO                       |

### Kickstart Guaranteed Job Interviews

Contact your Work Coach to discuss any of these and book an interview

| Job Title  | Employer           | Employer Location  | Date of interview | More information   | Job Centre Location |
|--|--------------------|--------------------|-------------------|--|---------------------|
| <b>Activities Support Worker</b><br><b>Ancillary Worker</b><br><b>Maintenance Support</b><br><b>Support Worker</b> | Primrose House Ltd | Gateshead NE10 9PU | 06/10/21          | <ul style="list-style-type: none"> <li>• Genuine interest in working within a caring environment</li> <li>• Ability to communicate effectively at all levels</li> <li>• Team player</li> <li>• Willingness to participate in Vocational Training Programmes</li> <li>• Satisfactory DBS Check (provided by the Company) 11th of November 2021</li> <li>- All staff working in the care industry must have been fully vaccinated (Covid 19) at this point.</li> </ul> | Gateshead           |
| <b>Trainee recruitment consultant role</b>   | Educover UK        | NE29 8EQ           | 07/10/21          | As a Trainee Recruitment Consultant, you will be working with clients and candidates from across the North East region. You will likely start by specialising in Social Care and so will be supported to learn about the social care industry.   | North Shields       |
| <b>Operations Kickstarter Trainee</b>  | Hilton Hotels      | NE8 2AR            | 01/10/21          | Our UK Hilton Operations Kickstarter Trainee Programme is here to give you a real taste of what it is like working in our hotel operations. You will be joining a team of engaged team members dedicated to providing high levels of Guest and Team Member experiences. You will learn a range of new and exciting skills which will open opportunities for you in the future.   | Gateshead           |

### Kickstart SWAPs

Kickstart Sector-based Work Academy Programmes offer training, work experience and a guaranteed interview for a Kickstart Placement  
Contact your Work Coach to obtain a place

| SWAP | Employer | SWAP Location | Course Start Date | More Information |  |
|------|----------|---------------|-------------------|------------------|--|
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