**Step Up Glasgow Job Description Template**

Please complete as much information as possible and this will be shared with our key partners  
who are working with young people who are eligible for Step Up Glasgow

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| **Company Name** |  |
|  |  |
| **Job Title** |  |

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| **Job Description** |
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| **Key Responsibilities** |
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| **Essential skills, experience and qualifications** |
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|  |  |
| **Number of hours per week** |  |
|  |  |
| **Working pattern and contracted hours (including any shift patterns)** |  |
|  |  |

Wages will be based on the age relevant Glasgow living wage and will vary depending on the successful candidate. If you would like to pay more than stated below, this will not be funded:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Age Appropriate | Age 21+ | Age 20 | Age 19 | Age 18 | Age 17 | Age 16 |
| April 2020 (current rate) | £9.30 | £8.15 | £8.15 | £8.15 | £5.81 | £5.81 |

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| --- | --- |
| **Job Details** | |
| **Job location and address (including post code).**  **Please confirm is this will be homeworking during this time.** |  |
| **Contact details for the Job**  **Name**  **Email address**  **Telephone** |  |
| **Contact email to send applications to:** |  |
| **Maximum number of referrals per Job** |  |
| **Is public transport available? Yes/ No/ Don't know** |  |
| **Closing Date:** |  |
| **Anticipated Interview Date** |  |
| **Where do you anticipate the interviews taking place (i.e in an office premises or over Zoom/Teams)** |  |
| **Anticipated start date/s (if known)** |  |
| **Details of training required:** (More information attached) |  |