



Future Jobs Fund Questions and Answers Guide

DECIDING WHETHER TO BECOME INVOLVED

How will I know if FJF is right for my organisation?

If you have a real job that needs doing.
If you aren't doing it for the money.
If you aren't doing it to get a "free" worker.

Don't do it for the money

However, there is a headline figure to support you for hosting the candidate.

It isn't a "free" worker

It is true that the right individual in a well conceived and well managed job makes an important contribution to the capacity of any organisation. Having wage costs covered for 26 weeks is a positive element of growing a skilled workforce but it is not the whole story.

Any new person joining an organisation needs some time to settle in and find their feet. They will require induction and more frequent supervision. This often takes time from the more experienced members of the team within an organisation.

Irrespective of how your organisation is currently set up, adding an additional member of staff to the team is likely to increase your overheads: insurance may need to be increased, you may need additional furniture, another computer etc. These indirect costs do need to be thought about as the money will have to come from somewhere and is unlikely to come from FJF as it stands.



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**ARTS COUNCIL
ENGLAND**



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What do I need to think about when designing a FJF job?

Firstly remember that it must be a real job. This is **not** about re-labelling volunteer opportunities.

- The job should have a purpose, a set of key tasks to be performed and an associated person specification: an overall description of the role and of the kind of individual in terms of skills, relevant qualifications and interests who would contribute and develop well if they took up the role.
- How many hours a week would this job require for it to achieve its purpose?
- What is a reasonable rate of pay for the job given; what is being asked of the person in the role? It must pay at least National Minimum Wage which is currently £4.83 per hour for someone aged 18-21 and £5.80 per hour for someone aged 22 or over.
- Where does the new job fit into the existing structure of the organisation? Who will supervise the role? It must be clear where the tasks in this new job end and the other jobs begin as FJF jobs **must not** displace existing employment.
- What is a reasonable expectation in terms of previous experience, skills, and qualifications? The more demanding these requirements are the fewer the number of individuals who will be able to apply for the job. This doesn't mean you shouldn't specify anything in terms of skills such as literacy or numeracy, or willingness to work in a team, or interest in providing good service to customers. It just means you should be realistic for the level and nature of the job – what will be necessary for an individual to be able to do the job and grow in experience and confidence while they are with you.
- How will the organisation handle any additional work volume created through having a FJF team member when that person leaves? Another individual may come along quite quickly and be interested in taking up the post but it is also possible that the job will be vacant for a while.

Would the individual definitely stay in the job for the full 26 weeks?

No.

FJF is about enhancing the employability of the individual and supporting them to move into work for the longer term that is right for them. An individual may stay in the FJF job within your organisation for the full 26 weeks, however, you may also prove so good at supporting them that they find another job and move on after only a few weeks.

Would my organisation have to keep the individual even if the job turned out to be a “poor fit” for them and/or the organisation and individual did not fit well together?

No.

An FJF individual is an employee and is covered by the same employment legislation as any other employee.

Where there is an intermediary body employing the FJF, individuals and your organisation simply acts as a work placement host you are not the employer. In this case it may be possible to simply part company amicably with the individual and the intermediary will find them a job which is a better fit. It is still likely, however, that the intermediary will expect your organisation as the day to day supervisor of the individual to have taken reasonable steps to encourage/enable that individual to fit in and contribute positively to the work of your organisation.

What are the benefits of getting involved with FJF?

FJF has the potential to be a mutually beneficial programme. In the beginning both the employer and the individual will have to put in some thought and some effort to get things going in the right direction. In the end everyone will have learned something new and completed some work that would not otherwise have been done. Bringing fresh ideas and perspectives into the organisation, through employing a new person, can bring additional insight about the needs of a local area and/or a particular community of interest or identity, which ultimately helps the organisation improve both its services and reach.

Executing FJF to a high standard will, in the medium term, enhance the reputation of the company and increase its influence over the design and delivery of future programmes.

Over the longer term FJF will create a new generation of people with first hand experience for the creative and culture sector. These are people who may in the future turn out to be our brightest stars and principal partners. The opportunity to inform and shape their approach to the world of work is a powerful thing.

FOR MORE INFORMATION

If you are interested in offering a FJF job, please contact Future Creative:

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