**Movement to Work Talent Platform – Paid Opportunity Advertising Template**

**(powered by GetMyFirstJob and Manpower)**

**Last updated 23/11/2022**

**INTRODUCTION**

The Movement to Work (MTW) talent platform offers a quick and easy way to match young people with youth employability opportunities. As well as appearing on our [Movement to Work Youth Opportunities page](https://placements.movementtowork.com/), all opportunities will appear on [GetMyFirstJob](https://www.getmyfirstjob.co.uk/Discover/Employers/details/61/movement-to-work?page4087=1&size4087=12). In a typical month GetMyFirstJob receives c.100,000 visits, predominantly from those under 25 and features the lowest bounce rate, highest time on site and pages visited of the non-government portals. The technology behind the platform allows us to ‘bulk upload’ opportunities and to promote them via customised web feeds.

This template is for **paid opportunities only** such as apprenticeships or paid internships/work experience. If you deliver more than one type of paid opportunity, please complete a separate template for each type of opportunity. We have a separate template for non-paid opportunities such as traineeships or pre-employment programme – please contact your account manager for this template.

The talent platform is a great avenue to extend the reach for your youth opportunities and to boost your ability to bring fresh new talent into your organisation. Moreover, the opportunities posted to the [Movement to Work Youth Opportunities page](https://placements.movementtowork.com/) is filtered into our new [Youth Opportunities Bulletin](https://forms.gle/yCG7uTmaP9EDVNRK7) – our fortnightly regional roundup of the latest youth employability opportunities which is shared across our network.

**INSTRUCTIONS**

To advertise your PAID opportunity on the MTW talent platform please follow these steps:

1. Complete the [PAID opportunity Template](#bookmark=id.3znysh7) including:

* Employer / Organisation Details: name, location and logo
* PAID Opportunity Forecast Table: the dates for advertising and running your opportunity
* PAID Opportunity Details: information about the opportunity

*(there’s an example you can follow in the APPENDIX)*

1. Send your completed PAID opportunity template and forecast to the [**Manpower Movement to Work Team**](mailto:mtw@manpowergroup.co.uk). Please be advised it normally takes 24-48 hours for your opportunity to appear on the platform.
2. Please review your PAID Opportunity Template document regularly to ensure the information is up to date.

*Ashley Harper manages access to the talent platform for Movement to Work, you can contact Ashley at ashley.harper@movementtowork.com with any questions you have regarding this form.*

| **Please FULLY complete this template with information about your opportunity and**  **submit it to the Manpower Movement to Work team at:** [**mtw@manpowergroup.co.uk**](mailto:mtw@manpowergroup.co.uk) |
| --- |

Details of the person completing this form: (this is so we can contact you to confirm any further details)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. EMPLOYER / ORGANISATION DETAILS (see** [**Appendix**](#bookmark=id.3dy6vkm) **for an example)**

| **Employer / Organisation Name** | | **Employer/placement logo:**  **(No transparent background)** | |
| --- | --- | --- | --- |
|  | | *\*this is the logo you want applicants to see when they look at your opportunity* | |
| **Street** | **Town / City** | **Postcode** | **Website** |
|  |  |  |  |

**2. PAID OPPORTUNITY FORECAST (see** [**Appendix**](#bookmark=id.1t3h5sf) **for an example)**

| **Title of Vacancy:** | | |  | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Location** | | **Number of vacancies** | **Advertising dates** | | **Interview date** | **Start date** | **Web address to apply** |
| **Town** | **Postcode** | **Start** | **End** |
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***(Please add as many rows as you need)***

| **Please FULLY complete this template with information about your opportunity and**  **submit it to the Manpower Movement to Work team at:** [**mtw@manpowergroup.co.uk**](mailto:mtw@manpowergroup.co.uk) |
| --- |

**3. PAID OPPORTUNITY DETAILS (see** [**Appendix**](#bookmark=id.4d34og8) **for an example)**

| **Title of Vacancy** |  | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Vacancy**  ***(****Tick which* ***one*** *applies)* | Other Employment Opportunity | | | |  | Kickstart | | | | |  |
| Level 2 Apprenticeship | | | |  | Level 3 Apprenticeship | | | | |  |
| Level 4 Apprenticeship | | | |  | Level 5 Apprenticeship | | | | |  |
| Level 6 Apprenticeship | | | |  | Level 7 Apprenticeship | | | | |  |
| **Hours Per Week** | | **Hourly Wage** | | | | | **Duration** | | | | |
|  | |  | | | | | *Permanent / temporary / no of years* | | | | |
| **Occupation Area**  ***(****Tick which* ***one*** *applies)* | Administration | |  | Animal Care | | | |  | Beauty and wellbeing |  | |
| Business and finance | |  | Computing, technology and digital | | | |  | Construction, the built environment and trades |  | |
| Creative and media | |  | Emergency and uniform services | | | |  | Engineering and maintenance |  | |
| Environment and land | |  | Government services | | | |  | Healthcare |  | |
| Home services | |  | Hospitality and food | | | |  | Law and Legal |  | |
| Logistics and Supply Chain | |  | Managerial | | | |  | Manufacturing |  | |
| Retail and sales | |  | Science and research | | | |  | Social care |  | |
| Sports and leisure | |  | Teaching and education | | | |  | Transport |  | |
| Travel and tourism | |  |  | | | | | | | |

| **Short description of PAID opportunity:** |
| --- |
| *\*200 – 250 characters in length* |

| **Longer description of PAID opportunity:** |
| --- |
| *\*Should be over 250 characters* |

| **Future Prospects** | **Training Provided** |
| --- | --- |
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| **Qualifications Required** | **Skills Required** | **Personal Qualities** |
| --- | --- | --- |
| *\*please list as bullet points* |  |  |

| **Other Information** |
| --- |
| *\*any additional information such as a quote from a previous participant* |

| **Employer Description** |
| --- |
| *\*to add here* |

**4. APPENDIX: SAMPLE TEMPLATE**

* **EMPLOYER / ORGANISATION DETAILS**

| **Employer / Organisation Name** | | **Employer/placement logo:**  **(No transparent background)** | |
| --- | --- | --- | --- |
| **STARBUCKS** | | *\*this is the logo you want applicants to see when they look at your opportunity* | |
| **Street** | **Town / City** | **Postcode** | **Website** |
| 5 Chiswick Park | London | W4 5YA | www.starbucks.co.uk |

* **PAID OPPORTUNITY FORECAST**

| **Title of Vacancy:** | | | Barista Apprenticeship | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Location** | | **Number of vacancies** | **Advertising dates** | | **Interview date** | **Start date** | **Web address to apply** |
| **Town** | **Postcode** | **Start** | **End** |
| London – Edgware Road | W2 1ES | 2 | ASAP | 31/10/2021 | 5/10/2021 | 15/10/2021 | https://remit.co.uk/starbucks/ |
| London – Maida Vale | W9 1PE | 2 | ASAP | 31/10/2021 | 5/10/2021 | 15/10/2021 | https://remit.co.uk/starbucks/ |
| London – Baker Street | W1U 6UE | 2 | ASAP | 31/10/2021 | 5/10/2021 | 15/10/2021 | https://remit.justapply.co.uk/apprenticeships/5208286/starbucks\_barista\_apprenticeship.html |
|  |  |  |  |  |  |  |  |

* **PAID OPPORTUNITY FORECAST GUIDANCE**

**Location (Postcode):** We will use this field to match the opportunity with young people in the area where you work. Give the postcode for the premises of the opportunity. If you have not confirmed a specific location yet then we suggest you include your main location/ flagship premises in the town. GetMyFirstJob is linked to the Royal Mail postcode tracker, so an incorrect postcodes will mean the vacancy cannot be saved.

**Advertising dates**: Please give dates for when you would like your opportunity to be advertised from and when you would like us to close the advert. We can leave the advert open for a longer period of time if you have a rolling recruitment.

**Start date:** Give the first date that you could accept a new starter from. You will be able to agree a different start date with a candidate if you need to. If your opportunity is a rolling programme then:

i. Use the 1st of the month if the programme is for a specific month

ii. Put 31st December if they want it open for a year

If your dates change then you can update them by getting in touch with [the Manpower Team](mailto:mtw@manpowergroup.co.uk) (or by using broad bean if you have access)**.**

**Web address to apply:** Please specify how you would like young people or youth outreach organisations to contact you to apply for the opportunity – this will be the link they are directed to after they click apply or the mailbox their application goes to. It should be specific to the vacancy vs a general application website.

* **PAID OPPORTUNITY DETAILS**

| **Title of Vacancy** | Barista Apprenticeship | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Vacancy**  ***(****Tick which* ***one*** *applies)* | Other Employment Opportunity | | | |  | Kickstart | | | | |  |
| Level 2 Apprenticeship | | | | X | Level 3 Apprenticeship | | | | |  |
| **Hours Per Week** | | **Hourly Wage** | | | | | **Duration** | | | | |
| 30 | | £10phr | | | | | *Permanent / temporary / no of years* | | | | |
| **Occupation Area**  ***(****Tick which* ***one*** *applies)* | Administration | |  | Animal Care | | | |  | Beauty and wellbeing |  | |
| Business and finance | |  | Computing, technology and digital | | | |  | Construction, the built environment and trades |  | |
| Creative and media | |  | Emergency and uniform services | | | |  | Engineering and maintenance |  | |
| Environment and land | |  | Government services | | | |  | Healthcare |  | |
| Home services | |  | Hospitality and food | | | |  | Law and Legal |  | |
| Logistics and Supply Chain | |  | Managerial | | | |  | Manufacturing |  | |
| Retail and sales | | X | Science and research | | | |  | Social care |  | |
| Sports and leisure | |  | Teaching and education | | | |  | Transport |  | |
| Travel and tourism | |  |  | | | | | | | |

| **Short description of PAID opportunity:** |
| --- |
| **Apprenticeships at Starbucks -** we offer a programme that challenges you, pushes you to grow and helps you to implement what you learn to help you succeed in your role. Our apprenticeship programmes will provide you with the tools to give you the career that you’ve been looking for. Your store teams will work alongside you to support our development as well as gaining English and maths qualifications. Our apprenticeships help create the future of Starbucks. |

| **Longer description of PAID opportunity:** |
| --- |
| From the beginning, Starbucks set out to be a different kind of company. One that not only celebrated coffee but also connection. We’re a neighbourhood gathering place, a part of your daily routine. Get to know us and you’ll see: we are so much more than what we brew. We make sure everything we do is through the lens of humanity—from our commitment to the highest-quality coffee in the world, to the way we engage with our customers and communities to do business responsibly.  Working in a Starbucks store is different from any other job. You’re creating genuine moments of connection with our customers, handcrafting delicious beverages and building relationships with our customers. We offer great benefits and an environment that is truly welcoming.  Baristas are the face of Starbucks. They’re an important part of our customers’ day, and experts in handcrafting delicious beverages. In every country in which Starbucks operates around the world, one thing remains true: our partners – that’s what we call our employees – are the beating heart of the company. Every day they create unique connections for our customers that keep them returning to Starbucks. Our baristas create and uphold a third place where members of the local community can experience a warm welcome, gather, and be inspired, and enjoy genuine human connection over a cup of carefully crafted coffee. We are proud to offer exciting and clear career pathways for all partners as well as world-class internal development and training to help them achieve their goals. From barista and shift supervisor to assistant store manager and store manager, the opportunities go on and on. |

| **Future Prospects** | **Training Provided** |
| --- | --- |
| We are always recruiting for a wide range of roles and love helping our partners develop. You don’t need previous experience to work in one of our stores; we’ve seen our baristas develop and progress from not knowing an espresso from a latte to becoming our next Director of UK Retail Operations! We are happy to have exciting career pathways and routes for progression in both store and support centre roles, so we are sure that you’ll find something that will catch your eye. If you are passionate, have a desire to develop yourself and are committed to your goals, then Starbucks is the place for you. | At Starbucks, we are devoted to supporting, engaging and investing in the development of our partners. Our success depends on our partner’s success. Our people are one of our most valuable assets and we provide learning opportunities to develop skills, further careers, and help employees to achieve their personal and professional goals. |

| **Qualifications Required** | **Skills Required** | **Personal Qualities** |
| --- | --- | --- |
| Don’t worry if you don’t know your latte or espresso; we will provide you with full training and support and you will be welcomed into a team who will be encouraging and motivating you to succeed. | * Great communication skills that will inspire and motivate your team. * Ability to upsell and meet store targets to maximise sales performance. * Ability to work at pace and think on your feet in a high-volume environment. * Availability to work flexible hours - we understand that you may have commitments out of work and therefore offer different shifts from early mornings, evenings, weekends, nights and/or holidays. | * Maintain regular and consistent attendance and punctuality * Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays * Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security |

| **Other Information** |
| --- |
| **Equal Opportunities & Diversity**  We're committed to upholding a culture where diversity is valued and respected. So it's only natural that as a guiding principle, diversity is integral to everything we do. At Starbucks we define Diversity in the form of an equation.  Diversity = Inclusion + Equity + Accessibility  **Corporate & Social Responsibility**  Aside from extraordinary coffee, Starbucks has made a business out of human connections, community involvement and the celebration of cultures |

| **Employer Description** |
| --- |
| **Expect More Than Coffee**  From the beginning, Starbucks set out to be a different kind of company. One that not only celebrated coffee and the rich tradition, but that also brought a feeling of connection. We're not just passionate purveyors of coffee, but everything else that goes with a full and rewarding coffeehouse experience.  We’re a neighbourhood gathering place, a part of the daily routine – and we couldn’t be happier about it. Get to know us and you’ll see: we are so much more than what we brew. We make sure everything we do is through the lens of humanity – from our commitment to the highest quality coffee in the world, to the way we engage with our customers and communities to do business responsibly.  Every day, we go to work hoping to achieve two things: Share great coffee with our friends and help make communities a little better!  This happens millions of times a week – that unique connection that happens between the Starbucks barista and the customer – the cup that’s passed over the counter, the smile, the interaction…it’s a connection. We make sure everything we do honours that connection – from our commitment to the highest quality coffee in the world, to the way we engage with our customers and communities.  **Our Mission**  To inspire and nurture the human spirit – one person, one cup and one neighbourhood at a time.  **Our Values**  Our partners, our coffee and our customers are core to Starbucks, so much so that we live by our values:  · Creating a culture of warmth and belonging, where everyone is welcome.  · Delivering our very best in all we do, holding ourselves accountable for results.  · Acting with courage, challenging the status quo and finding new ways to grow our company and each other.  · Being present, connecting with transparency, dignity and respect.  · We are performance driven, through the lens of humanity. |