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

**(powered by GetMyFirstJob and Manpower)**

**Last updated 19/04/2023**

**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 **non-paid opportunities only** such as work experience placements, traineeships, and pre-employment programmes. If you deliver more than one type of opportunity, please complete a separate template for each type of opportunity. We have a separate template for paid opportunities such as apprenticeships or paid internships/work experience – 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/) are 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 youth employability opportunity on the MTW talent platform please follow these steps:

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

* Employer / Organisation Details: name, location and logo
* Placement Forecast table: the dates for advertising and running your opportunity
* Placement Details: information about the placement

*(there’s an example you can follow in the* [*APPENDIX*](#bookmark=id.tyjcwt)*)*

1. Send your completed placement template and placement 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 placement 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** |
|  |  | |  |

**2. PLACEMENT FORECAST (see** [**Appendix**](#bookmark=id.1t3h5sf) **for example and guidance)**

| **Title of Placement:** | |  | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Location** | | | **Placement numbers** | **Advertising dates** | | **Placement start date** | **Web address to apply** |
| **Town** | **Postcode**  ***(A postcode must be completed even if virtual)*** | **Virtual Y/N** | **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. PLACEMENT DETAILS (see** [**Appendix**](#bookmark=id.4d34og8) **for example)**

| **Title of Placement** |  | | |
| --- | --- | --- | --- |
| **Duration of Placement** |  | | |
| **Expenses reimbursed?** | | **Mentor provided?** | **Reference given?** |
| YES / NO | | YES / NO | YES / NO |
| **Sector** | Tick which **one** applies   | Accountancy |  | Engineering & Manufacturing |  | Manufacturing & Maintenance |  | | --- | --- | --- | --- | --- | --- | | Agriculture & Horticulture |  | Environmental Sciences |  | Maritime & Marine Operation |  | | Animal Care |  | Facilities Management |  | Marketing |  | | Automotive |  | Fashion and Textiles |  | Materials, Planning and Logistics |  | | Arts |  | Financial Services |  | Media and Publishing |  | | Business & Administration |  | Firefighter |  | Pharmaceutical |  | | Catering & Hospitality |  | Food Manufacturing |  | Playwork |  | | Childcare |  | Hairdressing & Beauty |  | Project management |  | | Cleaning & Environmental |  | Health & Social Care |  | Property Services |  | | Construction |  | Horse Care |  | Public Services & Emergency Services |  | | Contact Centre |  | Human Resources |  | Purchasing |  | | Creative & Digital Media |  | Insurance |  | Recruitment |  | | Customer Service |  | IT |  | Retail |  | | Dental |  | IT, Software, Web & Telecoms Professional |  | Telecommunications |  | | Education & Training |  | Laboratory Technician |  | Transport Logistics |  | | Electrical installation |  | Law |  | Warehousing |  | | Employability |  | Leisure |  |  |  | | Engineering |  | Management & Team Leading |  |  |  | | | |

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

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

| **What does a typical placement look like?** |
| --- |
|  |

| **What skills you’ll come away with:** | **What you should wear:** |
| --- | --- |
| *\*please list as bullet points* |  |

| **Complete this placement and then…** |
| --- |
|  |

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

| **Employer Description** |
| --- |
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1. **APPENDIX: SAMPLE TEMPLATE**

* **EMPLOYER / ORGANISATION DETAILS**

| **Employer / Organisation Name** | | **Employer/placement logo:**  **(No transparent background)** | |
| --- | --- | --- | --- |
| **Diageo** | | *\*this is the logo you want applicants to see when they look at your opportunity*  Diageo Learning for Life - The Springboard Charity & Springboard UK | |
| **Street** | **Town / City** | | **Postcode** |
| 16 Great Marlborough St | London | | W1F 7HS |

* **PLACEMENT FORECAST**

| **Title of Placement:** | | Diageo’s Learning for Life Hospitality and Bartender Programme | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Location** | | | **Placement numbers** | **Advertising dates** | | **Placement start date** | **Web address to apply** |
| **Town** | **Postcode**  ***(A postcode must be completed even if virtual)*** | **Virtual Y/N** | **Start** | **End** |
| London | W1F 7HS | N | 12 | ASAP | 31/08/2021 | 15/09/2021 | <https://www.diageobaracademy.com/en_zz/training/learning-for-life/sign-up/> |
|  |  |  |  |  |  |  |  |
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* **PLACEMENT FORECAST GUIDANCE**

**Location (Postcode):** We use this field to match the placement with young people in the area where you work. Give the postcode for the premises that will host the placement. If you have not confirmed a specific location for the placement, 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 postcode will mean the vacancy cannot be saved.

If the programme is virtual, you need to select virtual but still include a postcode. This can be the postcode of your office or location.

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

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

1. Use the 1st of the month if the programme is for a specific month
2. Put 31st December if you 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 placement – 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.

* **PLACEMENT DETAILS**

| **Title of Placement** | Diageo’s Learning for Life Hospitality and Bartender Programme | | |
| --- | --- | --- | --- |
| **Duration of Placement** | 6 weeks | | |
| **Expenses reimbursed?** | | **Mentor provided?** | **Reference given?** |
| YES | | YES | YES |
| **Sector** | Tick which **one** applies   | Accountancy |  | Facilities Management |  | Materials, Planning and Logistics |  | | --- | --- | --- | --- | --- | --- | | Agriculture & Horticulture |  | Fashion and Textiles |  | Media and Publishing |  | | Animal Care |  | Financial Services |  | Pharmaceutical |  | | Automotive |  | Firefighter |  | Play work |  | | Arts |  | Food Manufacturing |  | Project management |  | | Business & Administration |  | Hairdressing & Beauty |  | Property Services |  | | Catering & Hospitality | X | Health & Social Care |  | Purchasing |  | | Childcare |  | Horse Care |  | Quality |  | | Cleaning & Environmental |  | Human Resources |  | Recruitment |  | | Construction |  | Insurance |  | Retail |  | | Contact Centre |  | IT |  | Sales |  | | Creative & Digital Media |  | IT Software |  | Security services |  | | Customer Service |  | IT Web & Telecoms |  | Social media & Digital Marketing |  | | Dental |  | IT Professional |  | Teaching and Learning |  | | Education & Training |  | Laboratory Technician |  | Telecommunications |  | | Electrical installation |  | Law |  | Transport Logistics |  | | Employability |  | Leisure |  | Travel & Tourism |  | | Engineering |  | Manufacturing & Maintenance |  | Warehousing |  | | Engineering & Manufacturing |  | Maritime & Marine Operation |  | Welding and Fabrication |  | | Environmental Sciences |  | Marketing |  |  |  | | | |

| **Short description of placement:** |
| --- |
| *\*200 – 250 characters in length*  Learning for Life Hospitality and Bartender Programme- top class training followed by real life work experience, offering everything you need to begin a new career in hospitality. |

| **Longer description of placement:** |
| --- |
| *\*Should be over 250 characters*  Are you a ‘people person’ aged 18-30, have the desire to learn more about and work within the exciting field of Hospitality and which could also then become your national or international ticket to worldwide travel? If so, Diageo’s Learning for Life Hospitality and Bartender Programme is looking for you! We are the caretakers of amazing brands such as Guinness, Smirnoff, Captain Morgan’s, Baileys along with many, many more and we want to share our knowledge and expertise with you. Don’t have any previous experience? Don’t worry! We are just looking for the desire to learn and work in a customer focused environment, and we will bring the rest to you. |

| **What does a typical placement look like?** |
| --- |
| Our Programmes last between 3 and 6 weeks, and consists of top class training followed by work experience, or “live training” as we like to call it. Our programme will deliver everything you need to begin a new career front- of- house in a bar, restaurant, hotel or other hospitality related area. By applying to become a Diageo Learning for Life Bartending and Hospitality participant, you will gain nationally recognised qualifications whilst also developing ‘soft’ and ‘practical’ work skills which you can later put to the test during your live training placement. On this journey you will be joined by 10-20 other people who may be in similar circumstances to yourself – the focus will be on team working to help ensure everyone graduates successfully. |

| **What skills you’ll come away with:** | **What you should wear:** |
| --- | --- |
| * Certificate for Personal Licence Holders; * BIIAB Level 2 Food Safety in Catering; * World Host * Diageo Bar and Beer Academies * Diageo DrinkIQ * Communication & Team Building * Confidence & Assertiveness * Timekeeping & Work Ethic * Presentation Skills * CV, Cover Letter & Application Form Skills * Interview Techniques * Cocktail masterclasses * Spirit tasting * Mock bar practice * Table service * Dealing with customer complaints | Day to day we look for a ‘smart- casual’ dress style – this means we don’t expect you to wear a shirt and tie but don’t want to see tracksuits either.  When on work experience we will help you to look the part, either by wearing the placement provider’s uniform, or by wearing our Diageo Learning for Life branded workwear. |

| **Complete this placement and then…** |
| --- |
| Secure long term employment within our sector;  Get paid to travel;  Develop onto Supervisory and Managerial roles within just months of graduation;  Help future participants develop their skills from scratch as you once did;  Say YES to a world of opportunity!  68% of our Learning for Life graduates secure employment immediately following this course, with this number growing to over 78% by 12 months after graduation. Our Diageo Bar Academy, World Class Cocktail Competitions, annual Industry Scholarships and VIP Events means learning and development doesn’t have to stop the moment you graduate – 12 months of dedicated aftercare ensures we are with you every step of the way. |

| **Additional Information** |
| --- |
| *\*any additional information such as a quote from a previous participant*  *“At the beginning of the course I was fearful of the future, in fact, at the recruitment day I sat in the car and panicked at the thought of going in. At every step through the four weeks, the staff were supportive and affectionate and the course has aided my fluctuating mental health and has brightened my future.”*  *“I have learnt a lot about alcohol and how it is made and I have learned about beer and cellar quality, customer service, personal licence and gained a lot of knowledge and experience. I have also gained confidence to be able to go into work and for life in general.”*  *“This course has changed my life and my approach to working.”* |

| **Employer Description** |
| --- |
| Diageo is a global leader in beverage alcohol with an outstanding collection of brands across spirits and beer – a business built on the principles and foundations laid by the giants of the industry. |