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# Take part in Icon's application to the Kickstart Scheme

Supporting the creation of jobs for young  
people in the conservation profession

**KICKSTART**  
**SCHEME**

**Icon**  
THE INSTITUTE OF CONSERVATION



# Introduction

Giving young people the opportunity to experience working in the fascinating and rewarding world of conservation is crucial to ensuring we can nurture, encourage, and inspire the next generation of professional conservators.

We were delighted to see the launch of the Government's Kickstart Scheme which will provide funding to support the creation of 6-month jobs for young people.

To ensure that we can make the most of the opportunity for the conservation profession, Icon will be applying as on behalf of employers in the sector to create at least 30 new jobs throughout 2021.

Through this document we have outlined the details of the programme, how we believe it could work within the sector and how employers can get involved.

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# Outline and context

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# Overview of the Kickstart Scheme

Launched by the Government in September 2020, the Kickstart Scheme provides funding to employers to create new 6-month job placements for young people who are currently on Universal Credit and at risk of long-term unemployment. The programme is running across England, Scotland and Wales with the ambition of creating 270,000 jobs by November 2021. Applications must provide at least 30 jobs to be considered.

This a fully funded programme, with the scheme providing:

- Full salary at National Minimum Wage (NMW), including employers National Insurance (NI) and minimum pension contributions.
- Additional grant of £1,500 to cover any additional costs (not audited).

All funded placements must also include an element of employability support to help the young people progress to the next stage in their career after the position finishes.



# Project beneficiaries

The Covid-19 pandemic has disproportionately impacted young people more than any other age group. Unemployment rates for 16 to 24 year olds have raised by 36,000 over the last 6 months. More starkly the number of young people claiming unemployment related benefits increase by 124% between March and July 2020, with 291,000 additional claims, bringing the total to 526,000.

The Kickstart Scheme, launched in September 2020 has been designed with this in mind. Those recruited for the positions must meet the following criteria:

- Young people - aged 16-24 years old
- Live in England, Scotland or Wales
- In receipt of Universal Credit
- At risk of long term unemployment.

# The funding offer

- The Department for Work and Pensions will cover salary costs at National Minimum Wage (NMW) for 25 hours / week for 6 months.
- NI contributions apply to all age groups, but on income over £183 / per week.
- Pension contributions don't kick in until someone is 22.
- In addition a grant of £1,500 is paid to the employer for each new starter.

NB: The employer can offer a higher salary should they choose, however the contributions remain the same.

Age group	16-17	18-20	21	22-24
<b>National Minimum Wage</b>	£2,957.50	£4,192.50	£5,330.00	£5,330.00
<b>National Insurance</b>	£-	£-	£129.17	£129.17
<b>Pension</b>	£-	£-	£-	£66.30
<b>Grant</b>	£1,500.00	£1,500.00	£1,500.00	£1,500.00
<b>Total</b>	<b>£4,457.50</b>	<b>£5,692.50</b>	<b>£6,959.17</b>	<b>£7,025.47</b>



# Practical considerations

## Job Role and Recruitment

- Jobs created through this programme must not replace existing or planned vacancies, nor should they cause existing employees, apprentices or contractors to lose or reduce their employment.
- Applications can only come through Job Centre advisors.
- Higher salaries / working hours can be offered, however the additional cost is the employers' responsibility

## Payments / Funding

- You will have to employ and enroll the young person and pay their salary via PAYE.
- Funding is paid retrospectively on a quarterly basis.
- Funding will come through Icon as the representative body.
- The £1,500 grant is intended to support the additional costs of employment and is not audited.

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# Proposed programme

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# Kickstart in the conservation profession

Engaging in the Government's Kickstart Scheme is an important opportunity for the conservation profession and something that we believe we should take part in. Through the creation of 30 high quality and well paid placements we can:

- Open up the profession to young people who, whilst they may well have visited a museum, gallery or heritage institution as part of a school trip, in all likelihood are unaware of the huge amount of work that goes on in protecting and preserving our cultural heritage.
- Actively promote diversity in the conservation profession.
- Support a group whose employment prospects have been hardest hit by the Covid-19 crisis.
- Provide effective support and guidance to help young people in developing their careers in the conservation and broader heritage sector.

# Journey through the Kickstart Scheme

## Identify role

Develop role description and submit to Job Centre Plus.

## Interview / selection

Employer to undertake interviews. Recruitment is at your discretion.

## Mid point

The first payment of salary costs accrued to date and £1,500 grant will be made.

## Job Centre referral

Local Job Centre Plus advisor to meet with and refer young people to the position.

## Employment starts

Young person starts work. Icon will support you in ensuring you can offer a clear and well structured placement along with employability support.

## End date

Final payment will be made covering the past quarter.



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# What you should offer

The Kickstart Scheme is a fantastic opportunity to support young people in accessing and developing their career in conservation. Placements offered through the Kickstart scheme led by Icon. Employers wishing to take part in the programme should be able to offer:

- At least one position, which will start before November 2021.
- A minimum of 6 months paid employment at 25 hours per week.
- Icon's minimum salary recommendation for a training position is £16,000 / year (pro rata). We believe the salary offered should be £17,500 / year (pro rata).
- A dedicated line manager, who has experience or is willing to provide the time needed to support a young person in developing their interest in a career in the heritage sector (could be conservation).
- Be able to pay the salary costs up front (grant funds will be paid retrospectively on a quarterly basis).

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# What the roles should look like

The typical roles generated through the Kickstart programme are likely to be entry / pre entry level positions. In most cases candidates are unlikely to be conservation graduates (however some may be), and so positions should offer:

- Exposure to a range of conservation activities (as appropriate), that would be suitable for someone to undertake with little or no previous experience (under close supervision and training).
- The opportunity to develop key transferable skills, such as research, written and verbal communication, organisational skills, etc.

The actual role you are able to provide is completely up to you as the employer and what your particular needs are. One option to consider might be whether you could turn what is a volunteer position into a paid 6-month job.

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# Icon's role and support

Icon is committed to supporting the delivery of the Kickstart programme. Icon will apply as a representative body to offer placements across England, Scotland and Wales. We will also provide support in delivering the employability support which is required for all placements offered through the programme. In doing so Icon will:

- Submit the application for funding on behalf of the group of employers.
- Receive payments from DWP and pay you as the employer.
- Support you as an employer in developing role descriptions and work plans.
- Provide access to a professional support and workshops, including those focussed on building awareness of the heritage sector and practical employability sessions.
- Support and advice sessions for young people.

# Estimated budget per start

We believe that this programme can be offered at little or no cost to you as the employer. The following estimated costs are based on a salary of £17,500 pro rata for 6 months at 25 hours per week.

Age group	Salary	National Insurance	Pension	Cost of employment	Icon employability	Government Contribution <sup>1</sup>	Cost to you
22-24	£6,250.00	£256.13	£93.90	£6,600.03	£250.00	£7,025.47	-£175.44 <sup>2</sup>
21	£6,250.00	£256.13	£ -	£6,506.13	£250.00	£6,959.17	-£203.04 <sup>2</sup>
19-20	£6,250.00	£256.13	£ -	£6,506.13	£250.00	£5,692.50	£1153.63 <sup>3</sup>
16-18	£6,250.00	£256.13	£ -	£6,506.13	£250.00	£4,458.50	£2,298.63 <sup>3</sup>

1. Combination of salary contributions at National Minimum Wage (£4.45 / hour for 16-18 year olds, £6.45 / hour for 18-20 year olds and £8.20 for 21-24 year olds) alongside the appropriate NI and pension contributions and the £1,500 employer grant.
2. As funding exceeds the cost, the underspend can be used for whatever you as the employer wish.
3. Employer would need to make up these additional costs.

# Example budget forecast per start

This is a worked example of how the payments would work for an employee who is 22 and receiving a salary of £17,500 / year (pro rata) for 25 hours per week.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Employer costs	Salary	£ 1,041.67	£ 1,041.67	£ 1,041.67	£ 1,041.67	£ 1,041.67
	NI + Pension	£ 58.34	£ 58.34	£ 58.34	£ 58.34	£ 58.34
	<b>Total</b>	<b>£ 1,100.00</b>	<b>£ 1,100.00</b>	<b>£ 1,100.00</b>	<b>£ 1,100.00</b>	<b>£ 1,100.00</b>
Kickstart Funding	Salary			£ 2,665.00		£ 2,665.00
	NI+ Pension			£ 97.73		£ 97.73
	Grant			£ 1,250.00		
	<b>Total</b>			<b>£ 4,012.73</b>		<b>£2,762.73</b>
<b>Cumulative Balance</b>	<b>-£ 1,100.00</b>	<b>-£ 2,200.01</b>	<b>+£ 712.72</b>	<b>-£ 387.28</b>	<b>-£ 1,487.29</b>	<b>+£175.44</b>

1. £1,500 grant less the £250 cost for providing employability support.



# Considerations

We recognise the huge amount of time and effort that employers will put into making this programme a success. We believe this is going to be time well spent, the programme offers a rare opportunity to be able to offer insight into the world of conservation to those who might never have considered it to be a career they could follow. Before you commit to being part we would like to ensure you consider the following:

- Many of those starting the programme will be keen and passionate to develop their careers, however it is unlikely that many will be conservation graduates.
- The supervisor will need to invest time in training and support. In particular you may find yourself having to provide support with practical work related skills as well as developing their awareness and understanding of conservation (within the scope of their role).



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# Next steps

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# How to get involved

At this stage we are pulling together the information we need in order to submit an application form on behalf of a group of conservation employers. If you are interested in taking part we need you to provide the the following information so that we can include it in the application form:

- Confirmation that you would be willing to be part of this programme.
- An outline of the roles you believe you could offer and the proposed start date of these positions (indicative at this stage).
- An outline of the impact of Covid-19 on your organisation, focusing on the impact on recruitment, and confirmation that these positions would not replace or put other jobs at risk.

If you have any questions or would like to talk through this in more detail, please contact Patrick White on [pwhite@icon.org.uk](mailto:pwhite@icon.org.uk).



# Timescales

We are in the process of pulling together the application. Below we have outlined the key dates we will be working to:

- Mid November 2020 - Submission of application.
- December 2020 - Anticipated grant award date.
- December 2020 - Full role descriptions and start dates provided for each vacancy.
- January 2021 - Programme can formally start.
- December 2021 - Cut off date for starts.

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**For further information please contact:**

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