



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier

Job Placement title

Franchising Manager Assistant

Job Placement summary

Looking for an exciting and rewarding opportunity working in the sports sector? Try Tag Rugby are looking for people like you! Try Tag Rugby run leagues and events in the sport of Tag Rugby for adults, one of the fastest growing social sports in the UK.

As a company, we are passionate about building communities, improving the health and social lives of our players, and developing our people.

We are looking for an enthusiastic, hardworking and curious Franchising Manager Assistant who support the expansion of our Try Tag Rugby Franchise network across the UK. The Franchising Manager Assistant would be vital and provide a central role in the following areas:

- General administration (by email and phone)
- Implementing and developing management processes
- Onboarding new franchises – supporting and developing the end-to-end process of bringing new Try Tag Rugby franchises in the network across the UK.
- Provide customer focused ongoing support and expertise to new and existing franchisees across the UK.
- Invoicing – responsibility for issuing and managing invoice and payment process for Franchises on a periodic basis.
- Document management – responsibility for managing documentation specific to existing and new franchises.

Not only would the successful Franchising Manager Assistant have a hand on and integral role in both supporting our existing franchises and also growing Try Tag Rugby's franchise network, but there will also be other development opportunities and company perks:

- Access to senior managers within Try Tag Rugby for career advice and personal development.
- Be part of business that is in its early growth and expansion stage.
- Exposure to multiple areas of the company for a well-rounded learning experience.
- Potential full-time position on completion of successful 6-month placement.
- Play in our leagues for free.
- Attend our events and weekend tournaments.

Now on to the specifics:

- The Franchising Manager Assistant will need to be a current UK resident.
- Primarily will be working from home.
- 25 hours per week with a flexible work schedule. Core hours will be between 9am and 5pm Monday to Friday.
- Availability to work in evenings and at weekends preferable.
- National Minimum Wage

We are passionate about our people and our sport, and we are always on the lookout for energetic, committed and talented people. If you want to be part of the Try Tag Rugby community and the continued growth of one of the UKs premier social sports, then we'd love for you to apply now!



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Essential skills, experience and qualifications

Interest in sport preferred not essential.
Strong written communication skills
Positive attitude plus passionate and committed to delivering quality work
Self motivated, pro active and uses initiative
Well organised, great at managing your time, prioritising jobs and making sure tasks are completed accurately
Excellent attention to detail.
Excellent customer service skills
Able to build good relationships and be a friendly team worker
Be computer literate and proficient in MS Office.
DBS check required – to be provided by the Employer

Job category (DWP use only)

Number of hours per week

25 hours

Working pattern and contracted hours (including any shift patterns)

Typical hours will be between standard business hours of 9am and 5pm Monday to Friday. However, the successful candidate will need to be flexible to work at evenings or the occasional weekend as this will be dependent on when franchisees are available.

Hourly rate of pay

National Minimum Wage

Details of employability support (training opportunities/mentor)

- Mentoring, career advice and support from management and company owners
- Ongoing on the job training
- Training provided by an intermediary body

The Gateway will be offering very comprehensive employability support utilising specialist partners with extensive experience of delivering this type of support on similar programmes. The employee will be assigned a careers coach to work with them before, during and after the placement and to act as a mentor or coach. We will be offering all the required training that employees must undertake including but not limited to: Time-keeping, Attendance, Teamwork, Communication, Remote Working, Confidence and assertiveness in the workplace. The specific employability courses that will be co-ordinated by their careers coach are: Job searching, CV Writing, Interview Techniques, Setting Career Goals, Developing transferable skills.

We are also encouraging employees in conjunction with the employers to undertake further online or virtual training courses on transferable skills, from a vast range we've managed to source through partners. We will also be signposting to free accredited courses. We'll be offering enrichment activities on taking on big challenges, goal-setting, resilience, attitude, growth mindset, determination, persistence, mental toughness, preparation and how to use the programme as a springboard for their future career and life, helping the employees to significantly increase their chances of making the programme a success. Activities will include talks, guidance, webinars from sports stars, prominent speakers, authors and psychologists. We hope the employees will move to a permanent role at the end of the placement. If they do not, they will have been equipped with improved skills, experience and confidence when returning to the jobs market. Employees will collate this onto a CV and LinkedIn profile in a portfolio format so that they can evidence the new skills, experiences, qualifications and training that they've been given. They will also be presented with a Kickstart certificate from us to reward them for their successful participation in all the mandatory and voluntary training at completion of their six months.

Hopefully, a high percentage of employers will see what these young employees bring to their organisations and the employee will have impressed them during this initial 6 months, so that the employee is taken on permanently afterwards or progress into other employment, an apprenticeship, or further/higher education.

We also realise that there's only so much we can do remotely for the employees so are offering a package of training and support to employers to help them make the placement a positive experience and help them to support the young person to progress, develop, learn and grow.



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Company name

TTR Franchising Ltd

Closing date for applications

15th August 2021

Using the table on the next page please provide details for each Job Placement by location.



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Employer Job Placement reference (where applicable)	Job Placement location and address (including post code)	Contact details for the Job Placement Name Email address Telephone	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available? Yes/ No/ Don't know	Anticipated start date/s (if known)
	Postcode(s) for job centre purposes: Try Tag Rugby HQ, Southbank Technopark, 90 London Road, London, SE1 6LN 8 Benton Park Drive, Rawdon, Leeds, England, LS19 6AN	Carl Duckels carlduckels@trytagrugby.com 07743474649	Send CVs and expressions of interest by email to: carlduckels@trytagrugby.com Telephone inquiries and applications can be made to: Carl Duckels 07743474649 Calls to be made between hours of 9:00am and 5:00pm Monday-Friday.	1 (one)	15	N/A	From September 1 st 2021