



RIVER NETWORK

KICKSTART HIGH QUALITY INDUCTION



www.rivernetworkcharity.org



- 1.** Presentation & interview process - organised together with DWP & JCP. We present & explain the ; a. Organisation b. Team , structure, role & opportunities.
- 2.** An experienced Kickstarter is involved in the process - sharing the journey, experience and opportunity- and taking part in the recruitment and induction process.
- 3.** After successful candidate is made offer contract is signed by both parties.
- 4.** DWP is immediately then notified & the new member of staff is put on payroll immediately.
- 5.** Most people are now working on phones and tablets now - most candidates have devices, if the candidate doesn't we have, do and will offer and provide. Some JCP have provided without our asking , others won't. We have never and will never get involved. We are here to offer what's needed for the highest quality job placement and continuous improvements of this.



6. The new employee then continues induction. A follow up call is made, with email. And also Training needs analysis (TNA) begins and continued throughout Job Placement- for working with us and also developing and encouraging employability.
7. The employee is given and supported through a " Induction research and administration task ". This covers all the generic aspects and departments of Charity work, not just River Network- also the wider Charity sector. This not only helps the new staff with understanding the sector - this also helps us with understanding the level of admin, presentation, skills etc to inform TNA. Also we are getting people at entry level and degree level and Post Graduate. This written text also helps us with material for funding bids, website, promotion and marketing etc. Exceptional support is given throughout. Templates and past documents are also sent for exceptional and supportive induction.



8. Now that we have confirmed that our Kickstart Placement has started and they have had some time to settle into their new role, we need to begin to plan with the delivery of the Employability Training and Wrap-Around support for the job placement. Our Gateway East Midlands Chamber is working in partnership with Access Training (East Midlands) Ltd. Access Training has been an Independent Training Provider of choice for some 35 years. They are a grade 2 Ofsted provider offering various training options for individuals and companies to support people to progress in work, improve productivity and enhance recruitment and retention rates. We work with employee and help get them registered and accessing this essential training.
9. Whilst this induction is started and progressing we are busy organising and setting up new email accounts, payroll , HR etc with our IT and other departments.



- 10.** Another in person induction & now team meeting is then organised in the local area, consolidating the induction into the organisation and team. Ice breakers take place, TNA is done to make aware of best placements of team members. Lunch is provided by River Network.
- 11.** At this stage everyone is put on a Community Youth Work course & other courses which we have found accessible to all candidates and all candidates completing with lots graduating with higher distinctions. These are all (CPD) Continuing Professional Development accredited.
- 12.** We then have to get everyone DBS checked to work in person with young and vulnerable people. This is a legal requirement before any in person work can take place.



- 13.** When DBS clearance comes back people are then further trained and supported into in person work in one or more of our departments.
- 14.** As part of induction and generic nature of role many and varied opportunities are given.
- 15.** Whilst even in induction we have promoted workers and increased pay. We have a culture of continuing professional development.
- 16.** We have started these Community Development Workers opportunities in very successful projects in two of our pilots in Matlock and Chesterfield- with us acquiring more outside funding at Chesterfield and started additional work. We then duplicate this into other local areas. This allows us to potentially employ the Kickstarter on- which we have and will , if capability and funding allow this.



- 17.** We also again according to gifting and training, work with other partners towards personal and Community Development.
- 18.** We are constantly going through TNA and again have successfully seen our whole workforce develop and thrive with new qualifications and experiences evidenced.
- 19.** All new staff also go through Media training in our state of the art three TV set studio - in presentation, interviewing, leadership and team building. We also train and give opportunities within and across our Social Media platforms. This then filters across all our departments, venues and locations.
- 20.** We have and continue to train in Press Media - building on our excellent relationships with the local and wider press, with regular press releases - affirmed and endorsed by our local MP/MPs. Sarah Dines MP says, ' I am absolutely delighted that River Network have employed their first of ten Kickstarter jobs in Matlock. We cannot allow young people to be left behind as a result of the coronavirus pandemic, and schemes like this will be vital for creating jobs and giving young people the skills to access them.



I'm delighted that the Conservative Government are putting young people at the heart of its plans to build back stronger after the pandemic and I am so glad to see businesses in Derbyshire Dales taking part. Well done River Network!

- 21.** Leadership, communication and team building days are also part of the induction plan and really help with confidence, communication and team building. These are done again at local, credible outdoor centres such as Lea Green Outdoor Activities Centre.
- 22.** We have also continued outdoor team induction at Matlock farm park with our Alternative Education group. Other similar opportunities will avail themselves.

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- 23.** As in person opportunities have continued to open up - we are now also engaging in new Community Development work initiatives with not just the young and families but the older and wider communities all across Derbyshire and beyond. We are now operating out of an ever increasing number of areas, venues, community buildings and locations.
- 24.** Access training via our Gateway agreement continue to work with all our Kickstart Employees offering exceptional Employability training - we continue to go above and beyond.
- 25.** We ask and expect JCP Work Coaches for any request or enquiries, to maintain Professional boundaries, clear structure and communication lines, and to refer the employee to the respective line manager at River Network.



Inductee testimony & high standard of induction excellence we work at.

“ River Network is helping me greatly. I am currently on a Youth Worker Course to help me advance further and improve my skills such as, communication skills, working as a team, independent work also and River Network are helping me go down a new career path as I have always wanted to try something new. I am really enjoying the tasks being set as it's keeping me very busy and advancing my IT skills. I am also enjoying communicating with other members of staff and I love that the manager is always there for me if I ever need any help to assist in providing the best work. In the upcoming time I have with River Network I would love to learn more about Homelessness and any charity work that revolves around this subject as I am a person of giving and love to help out wherever I can. I can't wait for many more opportunities and advance further in my new career.’

Lian

Ashbourne & Derby Team.

Regards,
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