

Future Jobs Fund Scheme at CITE



COMMUNITIES INTO
TRAINING & EMPLOYMENT

FJF Project Update: July 2011

'The FJF staff exceeded my expectations.

In truth I thought we would get a bunch of people who would need constant supervision, and not get much return. The reality was that they all have been brilliant, with a high level of skills and knowledge.

Very soon there was no distinction between the FJF and regular staff.

Rizwan Mayet,
CITE Manager

The Future Jobs Fund (FJF) is a Department for Work & Pensions (DWP) initiative, creating job opportunities for up to 26 weeks which would form a stepping stone into sustained employment.

CITE created 10 FJF vacancies, each combined with training relevant to the job and the individual staff member, including Apprenticeship, NVQ and PTTLs (Preparing to Teach in the Life Long Learning Sector). One member of the team was supported in getting professional help regarding a speech impediment. CITE also provided job search training and support to assist FJF staff to find suitable further employment at the end of their fixed term.

So far six FJF staff have secured new jobs and two are actively seeking employment with support from CITE. The remaining two staff had to leave the scheme early due to health reasons.



'Working with CITE has greatly improved my confidence and provided me with valuable skills sets'

Benjamin Laryea, Trainee Employment & Training Consultant

Before working for CITE I studied at the University of Derby and got a BSc (Hons) degree in Multimedia Technology & Music production. After studying I was then out of work for 3 months job searching. Jobs that I've done in the past were mainly retail based jobs working in clothes shops on a part time basis whilst studying. I took the Trainee Employment and Training Consultant job with CITE because it sounded very interesting and seemed to match the qualities I felt I possessed. I also saw it as an opportunity to test my skills doing something I never thought or knew about previously.

I spent some of my first 3 months working with experienced Employment and Training Consultants, assisting them to deliver training and learning the ropes. CITE also put me through the PTLS (Preparing for Teaching in the Lifelong Learning Sector) course.

As I began to do more training I also started delivering sessions myself and CITE provided ongoing support including observations and feedback on my training skills. In the last few months I was sufficiently experienced and confident to take full responsibility for my own training course. I delivered a 2 week Access to Health & Social Care Course and also a 4 day Employability Skills Course. On the latter I was teaching young people like myself, all looking for ways of getting into work. At first I thought this would be a massive

challenge, as for some it is hard to be taught by somebody your own age especially when you're young. But it went well and I believe I was able to show that I knew what I was talking about, ensuring I kept people's attention and most importantly gaining their respect.

I have greatly benefited from this experience with CITE and have been very happy that I have been given the opportunity to show and prove my skills in a completely new sector. I appreciate the faith that CITE had in me as a lot of employers have a warped view of young people and I am happy that I was given the chance to show that not all young people are lazy and clueless, but can show drive, determination, a good work ethic and passion!

Now that I've come to the end of the 26 weeks, I have already entered a new job working as a Compliance Officer for health-care recruitment agency. Even though it does not directly link to what I had been doing with CITE my knowledge of this sector and what I learnt during my time at CITE definitely put me in a stronger position to sell my skills & qualities to a new employer and comfortably make the transition into my new job.

Stop Press:

CITE have now re-employed Ben as an Employment and Training Consultant, working on pre-employment training courses.

'At the end of my time with CITE I was no longer a trainee Employment and Training Consultant.'

CITE felt that I'd developed my skills sufficiently to promote me to the full Consultant role, so increasing my salary for my last month!'



Suma Begum, PA to CEO

I worked as a Personal Assistant to the Chief Executive. This was my first experience working as a PA, and at first I was really nervous but with her support and guidance I feel I've learnt and achieved so much from working for CITE. I feel more confident now as person and in my job role and have learnt a range of skills that I can now take with me, including getting a Level 2 NVQ in Business Administration. CITE is

different from all the other companies I've worked for. What makes CITE so great is that it's not just about getting the job done - they genuinely care for all their team members and go out of their way to help you achieve your goals. I have improved my knowledge of Microsoft Excel and Outlook and also developed my ability to multitask, work to strict deadlines and approach new situations with confidence.

'I feel I've learnt and achieved so much from working for CITE.'



Milta Jurgeleviciute, Administrative Assistant

Before working for CITE I was unemployed for just over 1 year. Jobs that I've done in the past include catering and sales fields. I was really pleased to be employed by CITE as I wanted to develop a career in the field of administration. I already have admin skills and have become the 'admin resource' within my family, doing most of the paperwork and organising, and I was keen to use these skills in a work situation. I was also keen to get a relevant qualification.

My time with CITE has been a challenge because of all the

different tasks I've undertaken and the amount I've had to learn in such a short time. I completed my Apprenticeship in Business Admin and I've developed a whole range of skills from Excel to telesales. I was selected to work on a telephone promotion project, phoning employers to introduce them to CITE's recruitment services and to set up meetings with those who were interested. I genuinely enjoyed my time with CITE. For me personally my colleagues were the best aspect of my time here. Every employee is a great person and I hope we keep in contact.

'CITE has helped me to develop a professional approach that has improved my working and personal life.'



Tajkiah Diba, Administrative Assistant

At the end of my 6 months contract, CITE shaped me in such a way I never thought possible. I developed employability skills and gained new skills and knowledge of working in a professional environment. CITE also gave me the opportunity to get an NVQ level 2 in Business Administration. After I finished

university, I came out with no employment experience, which was a barrier to gaining employment but CITE gave me the chance I was looking for as a starting point in my career. Throughout my time at CITE, everyone made me feel like I was part of the "CITE family".

'CITE shaped me in a way I never thought possible.'



'I have been fortunate to have Ashan and Milita working with me on telesales to promote CITE's recruitment services to employers.

This is a difficult job, but they have both been a 'breath of fresh air', making several "warm" contacts leading to meetings. They were polite, precise and knowledgeable about what we offer, and great ambassadors for CITE.

*Corinna Mahoney,
CITE Manager*

'The Future Jobs Fund programme has been a real success. CITE has been able to employ 10 fantastic young people who have benefited greatly in terms of developing their skills, experience and qualifications. At the same time CITE has been rewarded with a team of highly motivated, intelligent and creative people who have really made a positive difference to our work over the past nine months. I hope funding will emerge to allow us to expand this programme in the future.'

Jo Barter, CITE Chief Executive

Olatunde Falase, Marketing and Communications Assistant

I worked as a Marketing and Communications Assistant within CITE. This meant I was responsible for production of flyers and promotions materials as well as analysing data and producing statistics and charts that showed the positive impact of CITE's work. I also developed a set of procedures and guidelines for promotional activities within CITE.

My time at CITE has been both challenging and rewarding, challenging in terms of having to find solutions that will be simple and easy to implement and use; and rewarding in terms of seeing my work adding to the efficiency and productivity of not just other colleagues but the organisation as a whole.

Ashan Green, Administrative Assistant

Other than the experience in administration work, I was also given the opportunity to do an NVQ level 2 in Business Admin, which gave me an accredited award in this field of work. I also attended an MS excel training workshop which, not only

increased my knowledge, but gave me more confidence in using this program.

During my time with CITE I learned a great deal on how CITE works towards providing job fulfilment to diverse members of the public.

