

MARGINS SUPPORTED EMPLOYMENT PROGRAMME: REGISTRATION FORM

Please return the form below to marginsadmin@unionchapel.org.uk.

Eligibility

To qualify for the programme, candidates must:

- have experienced some form of homelessness within the past 3 months (must not be currently sleeping rough)
- be seeking to improve their employment prospects
- have been free from substance misuse for 3 months
- be willing to learn, and to work as part of a diverse team

Programme Outline

The programme provides people experiencing of homelessness the opportunity to gain paid work and develop skills in a supportive and professional environment. In our commercial kitchen, trainees develop their skills in food preparation and customer service. They also have access to individual personal & professional development planning, and accredited training in a variety of topics.

Trainees can progress through the programme according to their own individual circumstances. Each stage of the programme offers new opportunities for training and support:



During the *Try It* stage, trainees learn the basics of food preparation and working in a commercial kitchen. This stage is unpaid, however travel costs are reimbursed. After completing this stage, the trainee and the Café Training Manager will take a view whether to progress to the next stage.

Trainees participating in the *Dive In* stage serve food to the general public, and learn about the operations of a commercial kitchen. They can choose to work on a personal development plan if they wish. *Dive In* trainees are reimbursed at £8.21 per hour plus holiday pay, typically working 15 hours per week split into 3 x 5 hour shifts. According to their circumstances, the trainee and the Café Training Manager may choose to continue to the next stage.

The *Get Ahead* stage offers additional training opportunities, such as food hygiene levels 1-3, interview training, and other specialised topics according to the goals of the trainee. Our specialist employability coach is available to support with practicalities such as CVs, job searches, and career planning. Reimbursement and working hours are the same as the *Dive In* stage.

Throughout the programme, participants have access to regular support and supervision from our Café Training Manager, as well as food and refreshments. On successful completion of each stage, a reference can be provided.

The Margins Project

Union Chapel Offices, 19b Compton Terrace, London N1 2UN
020 7704 9050 | margins@unionchapel.org.uk | www.unionchapel.org.uk



Do you have any commitments that may prevent you from attending work between 1 pm to 9 p.m. on any day between Monday and Saturday?

Do you have any support needs that could impact your work? e.g. addiction issues, disability, physical or mental health conditions.

What is your employment aim in the short (1-3 yrs) and long term (5-10 yrs)?

I agree to the Terms and Conditions of accepting this kitchen trainee role.

I will be reliable by:

- **Turning up for all my shifts and be on time.**
- **Never arriving and working under the influence of alcohol or drugs.**
- **Working to the best of my ability.**
- **Respecting all fellow kitchen assistants and Union Chapel staff.**

Candidates Signature

..... **Dated:**

UCM Staff Signature

..... **Dated:**