

How to get your business involved

1. Fill in the 5 Point Check at

www.princes-trust.org.uk/justthejob

We need to ensure that your business is appropriate for our young people and vice versa.



2. Get your employees involved – Recruit Co-ordinators and Buddies

We need the help of your employees to make this really successful: Co-ordinators will be the first person our young people speak to, it is their role to ensure the paperwork is completed and to place the young person with a Buddy. A Buddy looks after the young person for the duration of the placement.



3. Complete your online profile and confirmation letter

Every company has a profile in the Directory which will be seen by young people. This tells them the kind of work they'll be doing and a little bit about your place of work. Your Trust Account Manager will give you a confirmation letter to be signed on behalf of your company.



4. Wait for a call

The programme leader or young people will call the Co-ordinator to see if there are any placements available. Remember – this is only a Directory and you may not hear from the programme leader/ young people every time Team/Get Into runs near you.



5. Meet our Programme Leader

The Programme Leader will need to visit your work place to do a very quick Health & Safety assessment (required by law). You can also talk to the Team Leader about the young person who will be coming and any particular needs they may have.



6. Confirm details with young person

The assigned Buddy should call the young person in advance to establish the time they should arrive on their first day, and details such as dress code and how to get to the workplace.



7. Begin placement

Welcome the young person into your business! The Programme Leader will be on hand for the duration of the placement should you need anything.