

# Upskill Shropshire

## Kickstart Case Study

Ryan Jones

A previous **Kickstart HR/OD Administration Assistant** in our HR/OD Team



Ryan was 23 when he was under the Kickstart scheme, and now has a post as a **HR Administrator in our Payroll Team** and will be starting a **Payroll Administrator Level 3 apprenticeship** at Shropshire Council

### What was your role?

My role was a HR Admin Assistant. Day-to-day, I helped by dealing with HR enquiries, supporting HR processes, and collating data using different applications.

I also supported projects like the Kickstart Scheme (with case studies, and the Kickstart Jobs Fair) and things to do with apprenticeships (inclusive apprenticeship guides).

While doing my tasks, if there was anything I thought I could help with, I would see what I could do.

### Do you recommend the Kickstart Scheme?

Yeah, I love the concept. It's a great way to open doors for you in the Shropshire Council, so the Kickstart Scheme is great.

If you get your foot in the door, you're not just committed to getting the exact kickstart role, you can go into other fields in Shropshire Council. Even if you go for a different field, you're going to have that experience, so that you're going to be a better candidate for other roles in the Shropshire Council.

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### **What attracted you to a Kickstart position and one within Shropshire Council?**

I really wanted to work in HR because I saw it as a really good field to work in and as a way to expand beyond similar elements I found when I did my Law degree. Also, around the time I applied, it was quite difficult to get a job. I'd send off 20 applications and I'd only hear back from 3. I applied for 6 Kickstart roles and got interviews for all 6. It's really good for your CV, too.

### **Has the Kickstart Scheme helped you develop?**

My line manager really helped me improve with interviews through development sessions such as the mock interviews. Generally, I gained confidence in the workplace: presenting ideas, how to speak to people in this setting, and it really helps with organisational skills like managing workloads.

### **Where are you now?**

I've got a permanent role because of the Kickstart placement. Now, I work with the Payroll Team. A Kickstart placement can really help with your CV. This experience can give opportunities elsewhere too. I found that because of my Kickstart role I was making it to the interview stage for almost every job I applied for.

### **How was the work environment?**

Obviously, it's not the experience you might expect (not being in the office) but you still get as much done. I felt very well-supported (weekly catch-ups) and everyone was really helpful and friendly. Working virtually, you get used to it very quickly. It's a lot better than I expected. With the Council, you can easily get someone on the phone. Overall, it was an enjoyable experience and one I enjoyed it a lot more than I thought before I took the role.

### **Do you have any advice for future Kickstarters or those in similar schemes?**

Make the most of the opportunity. Ask to be involved in any work that interests you or feel you would really help contribute to.

Make the most of the development sessions; they're really useful to develop you and further your employability skills. One session was useful in making you aware of your work style. Other sessions helped in how to present yourself like how you speak, and gave you real job problems to help solve so you have that experience to help tackle it in the future.