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YOUTH GUARANTEE
Funded by **UK Government**

JOBS GUARANTEE

Employer Handbook

A practical guide to offering a funded job to a young person

November 2026

Welcome to Jobs Guarantee

Thank you for helping a young person take an important step into employment. This handbook explains what happens from onboarding and vacancy approval through to the end of the funded period, including the support and payments available to you.

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Quick contact
Your main contact is your Jobs Guarantee delivery partner. They will coordinate onboarding, vacancy approval, matching, payment claims and in-work support. Add their name, email and telephone number to the contact box at the end of this handbook.

1. Jobs Guarantee at a glance

Jobs Guarantee helps eligible young people move into paid employment. As an employer, you provide a genuine job, a safe and supportive workplace, and day-to-day management. Your delivery partner supports the match, helps both you and the young person prepare, and remains involved throughout the funded period.

What the funded job includes

- A paid job for up to six months.
- A salary contribution for up to 25 hours a week at the relevant statutory minimum wage rate, including eligible employer National Insurance and minimum automatic-enrolment pension contributions.
- Up to £250 per employee towards eligible onboarding costs, supported by evidence.
- Ongoing in-work support for you and the young person.

> **Your contribution**
> You fund any hours above 25 hours-a-week, any pay above the funded rate and the associated employer costs. You remain the employer and are responsible for the employment relationship.



2. Your journey

1

Onboard

Provide your organisation, payment and assurance information.



2

Create the job

Share a clear job description and confirm the working arrangements.



3

Agree the match

Meet a suitable young person and confirm mutual suitability.



4

Prepare

Issue the contract and complete required pre-employment checks.



5

Employ and support

Pay the employee, manage them as normal and use the available in-work support.



6

Plan ahead

Before month six, decide whether you can retain the employee and discuss next steps.



3. Complete your onboarding

Your delivery partner will send you the onboarding form and explain how to return information securely. Complete all sections so that eligibility, assurance and payment details can be checked before a job starts.

What you need to provide

1. The completed Onboarding Form, including your organisation details and key contacts.

2. The completed finance information to confirm your payment details.

3. The Employer Declaration, confirming that your organisation is eligible and can provide a safe, fair and compliant workplace.

4. The Employer Agreement, setting out what you will provide, the funding available and the rules that apply to the funded job.

5. Copies of your current Employers' Liability Insurance and Public Liability Insurance certificates, as requested by your delivery partner.

6. A job description and the full details of each vacancy you want to offer.

> **Before you submit**
> Check that names and bank details are accurate, all required fields are complete and the authorised signatory has approved the declaration and agreement. Missing or inconsistent information can delay vacancy approval, matching or payment.



4. Create a suitable vacancy

The role should be a genuine, additional job that gives the young person meaningful work, clear responsibilities and a realistic opportunity to build skills and experience.

Include these details:

- Job title and plain-English summary of the role.
- Main duties, expected outcomes and who the employee will report to.
- Work location, working pattern, contracted hours and proposed start date.
- Hourly rate or salary, including any employer-funded enhancement above the funded rate.
- Essential requirements only. Avoid unnecessary experience or qualification requirements that could exclude a capable young person.
- Accessibility, travel or physical requirements that are genuinely necessary for the role.
- Training, induction and day-to-day support available.

The role must not:

- Displace an existing employee or reduce another employee's hours.
- Replace a job that would otherwise have been filled without the scheme.
- Be mainly a training placement rather than paid, productive work.
- Create avoidable health, safety or safeguarding risks.

> **Make the job accessible**
> Use straightforward language, separate essential from desirable criteria and consider flexible working or reasonable adjustments. Your delivery partner can help you review the job description if you need any support or guidance.



5. Vacancy matching

Once the vacancy is confirmed, the Jobs Guarantee team will identify a potential match. They will consider the job requirements, the young person's interests and strengths, location and travel, working pattern, accessibility and any support needs.

Jobs Guarantee matching is not intended to be a standard competitive recruitment exercise. You should not ask participants to compete against one another through CV shortlisting or competitive interviews. You can have a constructive conversation or meeting with a proposed candidate to explore the role, answer questions and confirm mutual suitability.

A good matching conversation covers:

- What the role involves and what a typical day looks like.
- The working hours, location, pay and proposed start date.
- The young person's interests, strengths and support preferences.
- Any reasonable adjustments or practical barriers that need to be addressed.
- When both sides agree the match, you make the formal employment offer and your delivery partner confirms the next steps with the young person.

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6. Getting ready for day one

Once the offer is accepted, confirm the employment arrangements promptly and keep your delivery partner updated. A clear, well-planned start helps the new employment commence successfully.

Employer pre-start checklist:

- Issue a written employment contract or written statement of employment particulars.
- Complete the right to work and any role-specific pre-employment checks.
- Confirm the start date, hours, pay, location, manager and first-day arrangements in writing.
- Prepare payroll, pension and time-recording arrangements.
- Arrange equipment, system access, uniform or personal protective equipment.
- Plan an accessible induction and any agreed reasonable adjustments.
- Nominate a manager and, where possible, a workplace buddy or mentor.
- Tell your delivery partner immediately if the role, proposed start date or working arrangements change.

> **A useful first-day message**
> Tell the young person where to go, what time to arrive, who will meet them, what to bring, what to wear and how to make contact if they are delayed or unsure.

7. In-work support

Your delivery partner will stay in touch after the young person starts. The level and frequency of contact will reflect your needs and the needs of your new employee, with more support available where an issue could affect attendance, confidence, performance or job retention.

Support may include:

- A first-day or first-week check-in to confirm that the start has gone to plan.
- Regular progress reviews with the young person and agreed contact with the employer.
- Help to resolve practical barriers, such as travel, work routines or accessing appropriate specialist support.
- Coaching for the young person on workplace expectations, communication, confidence and sustaining employment.
- Advice for the employer on induction, clear feedback, reasonable adjustments and inclusive supervision.
- Early problem-solving if attendance, conduct, capability or wellbeing concerns arise.
- Planning for progression and, where possible, continued employment after the funded period.

What we ask from you:

- Provide a named workplace contact who can speak with the delivery partner.
- Give the young person clear objectives, regular feedback and fair opportunities to improve.
- Raise concerns early rather than waiting until they become difficult to resolve.
- Allow agreed contact between the young person and their Jobs Guarantee adviser, with minimal disruption to work.

Confidentiality
Your delivery partner will only share personal information where there is an appropriate basis to do so. You should manage employee information in line with your normal data protection and confidentiality arrangements.

8. Funding and payments

Salary contribution

Salary is funded for up to 25 hours a week at the relevant statutory minimum wage rate for up to six months. The contribution includes eligible employer National Insurance and minimum pension contributions.

You pay the employee through your normal payroll and are reimbursed in arrears after the employee has been paid. The first payment is expected to be processed within six weeks of the job start date, subject to complete and successfully validated information. Subsequent payments are processed monthly.
After a monthly claim has been successfully validated, Ingeus receives payment from the Department for Work and Pensions and will initiate payment to you within five working days of receiving those funds.

If you pay above the funded wage rate or offer more than 25 hours a week, you are responsible for the difference, including the related employer National Insurance and pension contributions.

Onboarding contribution

You can claim up to £250 per employee for eligible onboarding costs. Costs must relate directly to the Jobs Guarantee employee, be supported by evidence such as receipts or invoices, and not be funded from another source.

- Personal protective equipment or required uniform.
- IT equipment, software or licences needed for the job.
- Reasonable workplace adjustments that are not funded elsewhere.

Onboarding costs are paid monthly in arrears. Following successful validation of a claim, the Department for Work and Pensions will make payment to Ingeus within 11 working days. Ingeus will then initiate reimbursement to you within five working days of receiving the funds.

Records and evidence

- Keep accurate payroll, attendance and employment records.
- Retain evidence for each claim, including payslips and eligible onboarding-cost receipts.
- Submit complete and accurate information by the deadlines your delivery partner provides.
- Respond promptly if further evidence or clarification is requested.

> **Important**
> Funding can only be used for eligible costs and must not duplicate another funding source. Payments may be delayed or withheld if information is incomplete or requirements are not met. Ingeus and the Department for Work and Pensions may verify employment and payment information and may recover funding where scheme conditions have been breached. Full terms are in your Employer Agreement.

9. Your responsibilities

The young person is your employee. You are responsible for meeting all normal legal and employment obligations and for providing a fair, safe and supportive working environment.

You are responsible for	In practice
Employment	Use standard employment terms, pay the employee correctly and on time, and provide all statutory rights.
A genuine job	Provide meaningful duties comparable to a non-subsidised role and enough work for the contracted hours.
Health, safety and wellbeing	Complete appropriate risk assessments, provide required training and equipment, and respond to concerns.
Equality and inclusion	Avoid discrimination, consider reasonable adjustments and treat the employee consistently and fairly.
Supervision and development	Set clear expectations, provide an induction, review progress and give timely, constructive feedback.
Communication	Before month six, decide whether you can retain the employee and discuss next steps.
Records and claims	Maintain accurate evidence and only claim eligible, evidenced costs.

Help the young person thrive

- Break early tasks into clear, manageable steps.
- Explain workplace expectations rather than assuming they are understood.
- Schedule short, regular check-ins during the first few weeks.
- Recognise progress and give specific examples when feedback is needed.
- Offer flexibility where practical and consider reasonable adjustments where required.
- Provide access to a workplace buddy or mentor where possible.

10. Changes, concerns and ending a job early

Contact your delivery partner as soon as you become aware of a change or concern. Early discussion often allows practical support to be put in place before the job is affected.

Tell us promptly about

- A delayed start, change of hours, pay, work location, duties or line manager.
- Repeated absence, lateness or disengagement.
- Performance, conduct, wellbeing, safety or safeguarding concerns.
- A request for a reasonable adjustment or additional support.
- Payroll problems or anything that could delay payment to the employee.
- Resignation, dismissal, redundancy or any proposal to end the employment early.

You remain responsible for following your normal fair employment procedures. Involving the delivery partner does not replace your disciplinary, capability, grievance, absence or dismissal processes, but it can help address barriers and coordinate support.

> **Urgent situations**
> Use your organisation's emergency, safeguarding or health and safety procedures where there is an immediate risk. Contact the appropriate emergency or statutory service first, then update your delivery partner as soon as it is safe to do so.

11. At the end of the funded period

Start planning well before the six-month point. Your delivery partner will discuss the young person's progress and whether you can continue the employment using your own funding.

If you can retain the employee

- Confirm the ongoing role, hours, pay and effective date in writing.
- Update the employment contract or written terms where needed.
- Agree development goals and any continued workplace support.

If you cannot retain the employee

- Tell the young person and your delivery partner as early as possible.
- Follow the employment contract and all relevant legal requirements.
- Provide constructive feedback and, where appropriate, a factual reference.
- Allow the delivery partner to support the young person with their next step.

> **The aim**
> Sustained employment is the best outcome, but a well-managed ending also matters. Clear notice, honest feedback and coordinated support can help the young person move positively into another opportunity.

12. Useful information and employer checklist

Your Jobs Guarantee contacts

Delivery partner	
Named contact	
Email	
Telephone	
Claim submission route	

Useful official guidance

- National Minimum Wage and National Living Wage rates: **GOV.UK.**
- Employing people, written statements and statutory rights: **GOV.UK.**
- Right to work checks: **GOV.UK.**
- Workplace pensions and automatic enrolment: **The Pensions Regulator.**
- Health and safety guidance: **Health and Safety Executive.**
- Employment practices and workplace advice: **Acas.**
- Data protection guidance for employers: **Information Commissioner's Office.**

Employer checklist

When	Check	Done
Before matching	Onboarding form completed; declaration and agreement signed; insurance evidence supplied; vacancy approved.	
Before the start	Offer and contract issued; checks completed; payroll and pension ready; induction, equipment and adjustments arranged.	
During employment	Employee paid on time; attendance and payroll records retained; regular feedback provided; concerns raised early; claims submitted with evidence.	
Before month six	Retention options reviewed; outcome discussed with the young person and delivery partner; ongoing terms or exit arrangements confirmed.	

JOBS GUARANTEE

This handbook is a practical summary and does not replace the Employer Agreement, employment law or professional advice. Scheme requirements and statutory rates may change. Your delivery partner will confirm the requirements that apply to your vacancy and claim period.

For employers participating in National Jobs Guarantee delivery. Your delivery partner will confirm any local contact details, forms and deadlines.

Keep this guide alongside your Employer Agreement.
If the two documents differ, the Employer Agreement takes precedence.

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