

KICKSTART ROLE

Digital Inclusion Project Assistant (KAM)

Location: London, N5 1JG

Closing date: June

Placement summary:

The award winning Clarion Futures Digital team helps residents to get online and stay connected by building digital confidence and skills and supplying devices such as laptops, tablets and data to ensure people can access the internet. You will work with the Project Lead and keep the asset register up to date, book couriers and act as the main contact for our customers. If this is something you could do, then let us know.

We are looking for an excellent team player. A good communicator with excellent organisational skills, a methodological approach to problem solving and attention to detail with an awareness of the importance of accuracy and data integrity. You will be able to work using your own initiative whilst ensuring that instructions and guidance provided are followed. You will be a competent user of Microsoft Office to provide administrative support and manage data and have the ability to manage your own workload and meet deadlines.

Essential skills, experience and qualifications:

- Good communication skills
- Good attention to detail
- Good standard of literacy and effective written communication skills
- Ability to use Outlook, Excel and Word to a good standard

In order to apply for a Kickstart Scheme vacancy you need to be currently in receipt of Universal Credit payments, be between the ages of 16 – 24 years old and fulfil the suitability and eligibility criteria which will be assessed by your Universal Credit Work Coach.

Please contact your Work Coach via your Universal Credit Journal, stating:

- *The full name of the Employer – Clarion Housing Group*
- *The Kickstart vacancy that you are interested in*
- *The postcode where the vacancy is based*

Your Work Coach will then contact you to confirm whether you fulfil the suitability and eligibility criteria, and discuss next steps.