



CLARION
HOUSING GROUP

KICKSTART ROLE

Assistant - Design, Technical & Innovation Team (AA)

Location: Croydon, CR0 2RD

Closing date: June

Placement summary:

They would fill the function of a basic administrator for the team, organising internal and external meetings, note taking etc. There are five disciplines to work alongside.

Essential skills, experience and qualifications:

Core administrative skills and interest in design and technical elements of construction.

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.