

KICKSTART ROLE

Available Homes Support Officer (AK)

Location: Croydon, CR0 2RD

Closing date: June

Placement summary:

To provide administrative support to the regional Available Homes Team: Including:

- Liaison with other teams / departments within Clarion and our key partners such as the Local Authority.
- Drafting and sending provisional offer letters.
- Input customer details and activate new accounts.

Essential skills, experience and qualifications:

Providing good customer service, good written / verbal communication, Experience of using Microsoft Office software (Word, Excel and Outlook).

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.