

KICKSTART ROLE

Kickstart Media/Communications Assistant (SFI)

Location: Kings Hill, Kent

Closing date: June

Placement summary:

To provide support to Clarion Futures' Communities South Team (neighbourhood investment) and their key internal and external partners. The aim is to: raise the profile of Clarion Futures in the areas they provide homes and deliver services and projects. To support officers and partners with media profiles and promote their success's externally (utilising local and regional press, social media etc.) and internally through liaison with Clarion's Communications Team.

Essential skills, experience and qualifications:

Desirable: IT skills/experience (Excel, Word, PowerPoint etc.), social media skills (Facebook, Instagram, Twitter etc.), ability to communicate and build good working relationships. Have a sense of what a "good" media story and how to promote in local press. Self-motivated, flexible and willing to learn. Confidence to ask questions of colleagues in Clarion Futures and partners work to build a good news story. Have an interest in voluntary / community / works and would like a role that 'makes a difference.

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 & eligibility criteria, and discuss next steps.