



CLARION
HOUSING GROUP

KICKSTART ROLE

Kickstart Junior Regional Housing Administrator (Trainee) (SP)

Location: Bishops Stortford, CM23 3GW

Closing date: June

Placement summary:

Work with regional housing administrators who work closely with housing management.

Essential skills, experience and qualifications:

None, some Microsoft knowledge would be beneficial

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.