

## **KICKSTART ROLE**

### **Kickstart Assistant Project Officer (VJ)**

**Location:** Croydon, CR0 2RD

**Closing date:**

#### **Placement summary:**

Dealing with mailbox enquiries, data entry, filling grant funding applications.  
Helping with meeting deadline for grant funding applications.

#### **Essential skills, experience and qualifications:**

Educated to at least A-level or similar and an LIA or similar qualification and good communications skills.

***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.***