



KICKSTART ROLE

Kickstart Available Home Project Assistant (CORE) (KRU)

Location: Haywards Heath, RH16 3TN

Closing date: June

Placement summary:

Tracking the collection of the partially completed CORE forms from Neighbourhood Response Officers. Completion of details needed from Available Homes. Full inputting of CORE details into the main website. Raising and logging any issues. Monthly reconciliation – Chasing and management of any outstanding. Providing full details of available homes data to AHM ready for Month end data collation.

Essential skills, experience and qualifications:

Minimum of GCSE Grade D (or equivalent) in Maths and English. Some knowledge of or interest in social housing. Good communication skills at all levels and confidence to respond clearly to queries and questions, Computer literate and ability to maintain computerised database systems. Good Excel and Word skills. Ability to prioritise workload. Able to work on own initiative. Good attention to detail.

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.