



**CLARION**  
HOUSING GROUP

## **KICKSTART ROLE**

### **Kickstart Communications Administrator (CHE)**

**Location:** London, N5 1JG

**Closing date:** June

#### **Placement summary:**

Support the Neighbourhood Investment Officers to create a media portfolio of case studies to include all existing and historical projects, with the aim of establishing an on-line store of promotional material. Up to 50 case studies to be created.

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

Comprehensive knowledge and ability to use all strands of social media to its full advantage. Excellent written and verbal skills. Strong communication 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.***