

## **KICKSTART ROLE**

### **Kickstart Trainee Land Buyer (PCA)**

**Location:** Manchester, M3 2BY

**Closing date:** June

#### **Placement summary:**

Contribute to development plan to IC. Coordinating information from internal team and external consultants. Preparing draft minutes and notes of meetings. Reviewing documents associated with due diligence.

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

Interpersonal communication skills, computer skills (MS Office), numerical 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 & eligibility criteria, and discuss next steps.***