

KICKSTART ROLE

Project Assistant (NKA)

Location: Norwich, NR7 0WF

Closing date: June

Placement summary:

- Provide administrative support which will include, updating publicity material, preparation of promotional/presentation materials, standard letters/forms, organising meetings.
- Deal with telephone enquiries from the team as appropriate.
- Collate data and provide information, as required.
- Ensure that all data entered is accurate and up to date in order to run reports as required.
- Provide an excellent customer service at all times
- Attend meetings and events as may be required.
- To support project staff with outreach and other activities related to Employment and Training.
- To efficiently and courteously liaise with, undertake correspondence and deal with telephone enquiries from external organisations and customers.

Essential skills, experience and qualifications

- Numeracy
- Knowledge of Word, Excel, Outlook and Internet
- Effective communication
- Team working
- Planning and organising
- Communication skills – written and verbal
- Ability to work on own initiative and to deadlines
- Organised and methodical approach
- Drive and enthusiasm to adapt to change
- A good team player
- Commitment to continuous improvement



CLARION
HOUSING GROUP

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.