

KICKSTART ROLE

Strategy, Project & Communications Assistant (LBU)

Location: Norwich, NR7 0WF

Closing date: June

Placement summary:

Main purpose of the role:

Working across the Strategy, Internal Communications, and Corporate Projects Team the role will provide support on project management, internal communications, and research.

Looking at both the internal and external environments, you will support us to help shape the direction and strategy for Clarion. Working within the Project Management Office (PMO) you will learn about the roles of the Project Manager, Business Analyst and Project Coordinator, working with them to deliver projects across the business. You will work with our Internal Communications Team to keep our colleagues informed and to improve the understanding of change being delivered across the business and what role they'll play in delivering this successfully.

Key responsibilities:

- Support the team to deliver projects
- Support the team to undertake research into how other companies work and how we can improve what we do
- Help the team analyse data and produce reports based on that data
- Support the team to write reports, emails and other material
- Build relationships across the team and business
- Contribute ideas and recommendations to team meetings

Essential skills, experience and qualifications:

- Positive, enthusiastic, and passionate about what they do
- Good communication skills (both written and verbal)
- Good mathematical skills
- IT literate
- Ability to work as part of a team and on their own



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.