

## **KICKSTART ROLE**

### **Administration Assistant (AR)**

**Location:** Home-based and office - Level 6, 6 More London Place, Tooley Street, London, SE1 2DA

**Closing Date:** November

#### **Placement summary:**

- To assist with tracking that staff have completed their mandatory training and chasing staff and / or managers who have not completed this within set periods.
- To chase staff who have not completed their Declaration of Interests forms to ensure we have a record of these for all staff at Clarion. (Relevant to the role supporting the Governance Team)
- To send out invites for, and then carry out, phone or video call surveys to find out how well staff understand data protection and/or compliance and to log the results and feedback on the findings.
- To review the customer facing guidance, forms and privacy notices and feedback on these, providing suggestions for better ways we can make these clear and easy to understand for our customers and members of the public.
- To assist with drafting blogs for our Intranet – ensuring key messages can be understood by our staff.
- To update our CCTV log with any new systems and maintain compliance information about existing CCTV systems.
- To provide carry out other administrative tasks as required.

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

- Good communication skills and a willingness to carry out surveys over the phone and video calls whilst recording the results accurately.
- Good attention to detail, ensuring that accurate records are kept relating to all tasks performed.
- Good standard of literacy and effective written communication skills.
- Ability to use Outlook, Excel and Word to a good standard.
- Ability to work independently whilst demonstrating targets are being met.



**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 and eligibility criteria, and discuss next steps.***