

KICKSTART ROLE

Available Homes Admin Support - KRU

Location: Home-based

Closing Date: October

Placement summary:

- The successful applicant will be working as admin support for the Garage and Parking Space Project. Placing adverts onto Clarion Website for any available Garages and Parking Spaces and manage interest coming back.
- To input licence changes and new licences onto the CRM system, complete all associated administration work relating to the inspection and new lets of Garages & Parking Spaces.
- Request and chase applications and completion paperwork, carry out calls backs required, organise quotes for additional works and request work when quotes are approved following inspection of the garage.

Essential skills, experience and qualifications:

- Minimum of GCSE Grade D (or equivalent) in Maths and English
- Some knowledge of or interest in social housing
- Good communication skills at all levels and confidence to respond clearly to queries and questions
- Computer literate and ability to maintain computerised database systems, Good Excel and Word skills
- Ability to prioritise workload, Able to work on own initiative, Good attention to detail

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.