



## **KICKSTART ROLE**

### **Junior Regional Housing Administrator (SP)**

**Location:** 4th Floor, 4 Imperial Place, Mawell Road, Borehamwood, WD6 1JN

**Closing date:** November

#### **Placement summary:**

To work with regional housing administrators, who work closely with housing management.

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

None, however some Microsoft knowledge would be beneficial.

***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.***