

## **KICKSTART ROLE**

### **Property Compliance Assistant (MR)**

**Location:** Home Based & Office - Broadland Business Park, Peachman Way, Norwich NR7 0WF

**Closing date:** October

#### **Placement summary:**

Do you pride yourself on providing an excellent customer service and have a keen eye for detail? Do you have or want experience in managing large data sets for the benefit of customers? If so, look no further. Clarion, the UK's largest housing association have a placement for a Property Compliance Assistant on a 6-month basis. During this time, you will be assigned a mentor who will work with you to develop your skills who.

#### **Key Responsibilities:**

- Learn how to review specific compliance certification and update Clarion's bespoke Microsoft Dynamic System.
- Discover how to interrogate large inspection record data sets to uncover issues and resolve root causes.
- Actively participate in meetings, gaining experience in minuet taking, scheduling and chairing.
- Report issues and be an active part of Clarion's continual improvement drive.
- Complete specific administrative and high volume tasks with great accuracy.
- Undertake continued professional development through our Learning Zone suite of internal courses.

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

- Experience using Microsoft Office suite with level 1 excel skills.
- Effective interpersonal skills and the ability to communicate clearly, orally and in writing, both internally and externally.
- Ability to effectively plan and prioritise own workload and time.



**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.***