

## **KICKSTART ROLE**

### **Youth Sports Assistant (JD)**

**Location:** Home and Office - 17 Harefield West, Leeds, LS15 0ES

**Closing date:** December

#### **Placement summary:**

Support Project Co-ordinator with - (training will be provided to do the role):

- Minute taking at Steering group meetings
- Publicity
- Budgeting
- Monitoring
- Case studies
- Consultation
- H&S risk assessments
- Social media
- Reports

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

Experience:

- Created desk based reports such as assignments
- Volunteered in the local community
- Communicating with a wide range of people

Qualifications & Skills:

- GCSE Maths and English
- Good organisational and work planning skills;
- Good communication skills both oral and written, tailored to a range of audiences;
- IT literate and able to harness technology to support project delivery, including relevant experience of word, excel, email
- Able to follow written and verbal instructions
- Able to prioritise



**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.***