

Kickstart Role Outline

Role Title:	Trainee Governance Assistant
Location:	Home working
Days & Hours	Flexible within the hours of 9am – 5pm
Duration:	6 Months
Requirements: <i>Include an introduction to the work & example of tasks and duties</i>	<p>At One Manchester we're passionate about working together to improve lives and help our communities thrive. We see the difference our work makes across our great city every day. As part of the government's Kickstart scheme, we are looking for an ambitious individual with an interest in governance to join our business and be part of a team that is transforming the way we use governance to help structure One Manchester into a successful provider of social housing.</p> <p>This is an exciting and challenging opportunity to support the Governance team as a Trainee Governance Assistant in the field of governance and social housing. The Governance team consists of Head of Governance, Risk & Assurance, Governance Officers, Risk Manager and a Data Protection Officer. The ideal candidate will have an interest in the field of social housing, as well as the desire to learn about corporate governance.</p> <p>Job outline</p> <p>To support the Governance team with administrative tasks. This includes:</p> <p>Support Governance Officers -</p> <ul style="list-style-type: none"> • Maintaining online systems and keeping governance records up to date • Schedule board and committee meetings • Taking detailed notes of meetings • Assist in the preparation of regularly scheduled reports • Develop and maintain governance filing system • Maintain contact list • Manage Governance team email inbox • Support the Data Protection with various administrative tasks <p>Support Risk Manager -</p> <ul style="list-style-type: none"> • Assist with risk identification processes and workshops • Gather management information to help analyse risk and issues • Support the documenting of risks in risk registers • Monitor the performance of and assist with the assessment of key business controls • Compile reports and share information clearly, concisely and accurately • Assist with the investigation of root causes of issues • Maintain the action tracker and follow-up on any outstanding or overdue actions
What's In It for You the candidate:	<p>This role will help develop your analytical and IT skills and focus on attention to detail and organisation to ensure that the functions of the team run smoothly.</p> <p>Full role-specific training will be provided, as well as a wider e-learning package to introduce you to the business policies and values.</p>

	<p>During your placement you will develop key transferable skills such as:</p> <ul style="list-style-type: none"> • Teamwork • Communication • Problem-solving • The use of office applications • Using your initiative • Data gathering/research skills • Analytical skills <p>During the course of the placement, you will be fully supported through the following ways:</p> <ul style="list-style-type: none"> • 1:1 check-ins with your manager to see how you are doing • 1:1 pastoral support (fortnightly video/telephone calls to discuss any challenges/difficulties you may be experiencing or successes you have had during your placement) • Informal monthly group placement catch-ups with all kickstarts who have joined at the same time to learn and share from one another • Participate in a group social activity • Monthly insight bitesize sessions to learn more about the wider business • Attend group employability skills development workshops called Get Your Future Started • Support with creating and updating your CV to reflect your placement experience • Support with applying for jobs/apprenticeships • Support with interview prep • Access to interview clothing
<p>Skills or Qualifications required</p>	<p>As the role will be primarily be home-based, you will need to be:</p> <ul style="list-style-type: none"> • Self-starter who can work with minimal supervision • Motivated to work independently • Be organised • Proficiency in Microsoft Office (Word, Excel, PowerPoint) • Good writing and communications skills; able to synthesise information effectively and get key points across in succinct manner
<p>Pay</p>	<p>National Living Wage</p>
<p>How to Apply</p>	<p>To be eligible you must be between 16 – 24 years old and claiming Universal Credit.</p> <p>To apply you must speak directly with your JCP work coach and ask to be referred to this opportunity.</p>