

## Kickstart Role Outline

<b>Role Title:</b>	Trainee Growth & Development Assistant
<b>Location:</b>	<b>Home working and property visits</b>
<b>Days &amp; Hours</b>	TBC with applicant at interview – 25 hours per week
<b>Duration:</b>	6 Months
<b>Requirements:</b>  <i>Include an introduction to the work &amp; example of tasks and duties</i>	This role is to support to the Growth team’s Technical Quality Manager and Development Officer. We are building over 1,000 new homes for One Manchester and this brings a wide range of reporting and administration jobs at different stages of the build process. You will be asked to help with producing weekly defects reports, collating health and safety information around sites, entering data in systems and compiling information to help with the handover of new homes to our Lettings and Sales teams. You may be attending property viewings and completing site visit forms, or you may need to collate brochures and keys for handover packs, or you may be asked to ring our residents and talk to them about their new home.
<b>What’s In It for You the candidate:</b>	<p>You will gain valuable experience on:</p> <ul style="list-style-type: none"> <li>• Understanding how housing development works</li> <li>• Working in a busy friendly and supportive team</li> <li>• IT skills e.g. compiling and analysing reports from our database systems and spreadsheets and inputting data in systems</li> <li>• Customer service skills – by talking to a variety of customers, contractors and residents</li> <li>• Helping with handover of new properties which may involve being on sites and helping with inspection work and an insight into a variety of roles within the process of building and managing homes</li> </ul> <p>During the course of the placement, you will be fully supported through the following ways:</p> <ul style="list-style-type: none"> <li>• 1:1 check-ins with your manager to see how you are doing</li> <li>• 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)</li> <li>• Informal monthly group placement catch-ups with all kickstarts who have joined at the same time to learn and share from one another</li> <li>• Participate in a group social activity</li> <li>• Monthly insight bitesize sessions to learn more about the wider business</li> <li>• Attend group employability skills development workshops called Get Your Future Started</li> </ul>

	<ul style="list-style-type: none"> <li>• Support with creating and updating your CV to reflect your placement experience</li> <li>• Support with applying for jobs/apprenticeships</li> <li>• Support with interview prep</li> <li>• Access to interview clothing</li> </ul>
<b>Skills or Qualifications required</b>	<p>We welcome enthusiastic and bright candidates that are willing to get involved in a variety of tasks and will be a proactive support to the team.</p> <p>As the role will be primarily be home-based, you will need to be:</p> <ul style="list-style-type: none"> <li>• A self-starter</li> <li>• Motivated to work independently</li> <li>• Organised to plan and deliver work on time</li> <li>• Happy to attend meetings onsite across South and East Manchester</li> <li>• Some knowledge of using IT – Word, Excel or databases or excel would be an advantage as would some customer service experience</li> </ul>
<b>Pay</b>	National Living Wage
<b>How to Apply</b>	<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>