

## Participants Role Outline

<b>Role Title:</b>	Trainee Development Assistant
<b>Location:</b>	<b>Working from home and Lovell House / Quattro House and on site</b>
<b>Days &amp; Hours</b>	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>	<p>This role will provide general support to the regeneration team in bringing forward future plans for the regeneration of a neighbourhood in East Manchester.</p> <p>Duties may include:</p> <ul style="list-style-type: none"> <li>• Assisting with resident consultation</li> <li>• Visiting customers in their homes</li> <li>• Preparation of various documents</li> <li>• Attending various meetings</li> <li>• Learning more about sustainability and the green agenda</li> </ul>
<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 and regeneration works</li> <li>• working in a busy, friendly and supportive team</li> <li>• IT skills</li> <li>• Customer service skills by meeting and talking to a variety of residents, customers, and housing professionals</li> <li>• Gaining an understanding of processes involved in regenerating neighbourhoods</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> <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> </ul>

	<ul style="list-style-type: none"><li>• Access to interview clothing</li></ul>
<b>Skills or Qualifications required</b>	<ul style="list-style-type: none"><li>• A self-starter</li><li>• IT skills</li><li>• Have a willingness to learn</li><li>• Motivated to work independently</li><li>• Organised to plan and deliver work on time</li><li>• Good communication skills</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>