

## Kickstart Role Outline

<b>Role Title:</b>	Trainee Facilities Administrator
<b>Location:</b>	One Manchester, Quattro House, Redgate Lane, M12 4RZ
<b>Days &amp; Hours</b>	6.15 Hours per day for 4 days 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>Our Facilities department is made up of three teams - mobile cleaning, caretaking and facilities coordinators. As a team they are responsible for managing the day-to-day facilities service within our private rental accommodation and new builds, maintaining clean and tidy communal areas, conducting playground site inspections, removing graffiti and managing all aspects relating to high-rise buildings within One Manchester.</p> <p>As a general Trainee Facilities Administrator your role would be to update all daily tasks that the team perform, inputting onto spreadsheets, looking into QL referrals, and contacting tenants with updates/times and dates.</p> <p>Key responsibilities and accountabilities:</p> <ul style="list-style-type: none"> <li>• Liaise with customers, management team and third parties in relation to raising scheduling of works orders</li> <li>• To promptly and accurately enter and update IT systems in relation to current facilities work</li> <li>• To promptly and accurately assist in the processing of completed works</li> <li>• To assist the management team in general administrative duties.</li> <li>• To assist the management team in preparation of invoice applications for commercial works</li> </ul>
<b>What's In It for You the candidate:</b>	<p>Experience in admin and working in an office environment within the Facilities team.</p> <p>During your placement you will develop key transferable skills such as:</p> <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Communication</li> <li>• Problem-solving</li> <li>• The use of office applications</li> <li>• Using your initiative</li> <li>• Experience of working within an administration role</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> </ul>

	<ul style="list-style-type: none"> <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> <li>• Access to interview clothing</li> </ul>
<b>Skills or Qualifications required</b>	<p>You will need to be:</p> <ul style="list-style-type: none"> <li>• A self-starter</li> <li>• Motivated to work independently</li> <li>• Be well organised</li> <li>• Good IT skills</li> <li>• Be able to use own initiative</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>