

Kickstart Role Outline

Role Title:	Trainee Data Coordinator
Location:	Home working /office (Lovell House, Archway 6, Hulme M15 5RN)
Days & Hours	25 hours per week
Duration:	6 Months
Requirements: <i>Include an introduction to the work & example of tasks and duties</i>	<p>You will predominantly be working within our ‘Strategy & Business Development’ team. Key tasks will be collecting and processing data and management information, co-ordinating and agreeing different methods of communicating large volumes of data, and creating reports for different audiences.</p> <p>You will also job shadow other areas of the wider team to gain an understanding of each function, picking up any tasks as necessary to help the team and help you gain valuable experience.</p> <p>Key skills required:</p> <ul style="list-style-type: none"> • Good standard of numeracy and literacy • Strong interest in data and data management • Must be able to work effectively as a team • Must be able to take ownership and responsibility for their own workload • Ability to work flexibly across the team
What’s In It for You the candidate:	<p>Working across a variety of projects will give you a broader overview of the different ways in which we support our customers whilst at the same time you will be developing key transferable skills such as:</p> <ul style="list-style-type: none"> • Teamwork • Communication • Goal-setting • Using your initiative • Data management and analysis <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 • Participating in group social activity

	<ul style="list-style-type: none"> • Monthly insight bitesize sessions to learn more about the wider business • Access to Open Award Level 1 qualification – specific to your placement role • 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 preparation • Access to interview clothing <p>You will develop:</p> <ul style="list-style-type: none"> • business admin-related skills • experience of working remotely and attending virtual meetings and events • an understanding of project delivery • knowledge of systems and processes
Skills or Qualifications required	<p>As the role will primarily be home-based, you will need to be:</p> <ul style="list-style-type: none"> • a self-starter • motivated to work independently • organised to plan and deliver work on time
Pay	Real Living Wage
How to Apply	<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>