

# **KICKSTART SCHEME**

## **Administration Assistant**

**Job Placement Title:** Administration Assistant

**Company Name:** Blue Lion Management Consulting Limited

**Location:** Derby

### **Job Placement Summary:**

Blue Lion Management Consultancy is a consultancy arm working with Blue Lion Training Academy who are a training provider working with businesses small and large to place apprentices in the workplace and coach and mentor them as they carry out their apprenticeship.

This Administration Assistant role is crucial to the growth of the business and will support the team with administrative duties including taking and fielding phone and email enquiries, taking and passing on messages, managing the company and team diary and providing PA support to senior team members.

Customer enquires will be driven from the group of companies and key knowledge, skills and behaviours will be developed during the co-ordination of administrative and general tasks.

A passion to work independently and carry out tasks with attention to detail

You will be part of a small, close knit team and supported by the Managing Director and Head of Marketing and will be working alongside the Content Production Assistant. You will be fully supported to learn aspects and skills of business support and will be coached and trained with regular one-to-ones to assist with your own development in office support and business administration work.

This role is 25 hours a week over 4 days, split between the office and working from home. In order to successfully work from home and remain part of a close-knit team, you will be supported with access to a laptop to help you stay touch virtually and take part in all meetings and calls. Regular management support will be facilitated to ensure you are happy and confident completing your role from a distance.

Successful completion of this Kickstarter placement may result in being taken on longer term as an apprentice, which will provide further career development.

### **Essential skills, experience, and qualifications:**

You must have good spelling and grammar, attention to detail and a high level of accuracy. Minimum of GCSE grade B (4-6) in English is required and grade C (4) in maths.

You must have some working knowledge and experience of using Office Suite including Word and Excel as well as Office 365 or other professional email software.

Experience in a similar role would be advantageous, however a positive approach, friendly confident attitude and willingness to learn is more important than experience as you will be coached to understand the industry and requirements of the role.

## Details of employability support:

Change Agents UK will be providing training and development opportunities, plus additional mentoring and networking support, throughout the placement.

This will include:

Access to a selection of Essential Skills online workshops covering key skills such as communication, time management & prioritisation, attendance and travelling to work, presentation skills, communication skills, teamwork and an introduction to sustainability, to support the development of the key workplace skills they will need for success;

Access to our Learning Academy - an online platform of self-led training activities and support notes, designed for people at the start of their careers, to help Kickstarters at their own pace to develop the skills, knowledge and experience needed to create positive careers in sustainability

An end-of-placement online interactive workshop on CV, application and interview skills with tailored next-steps advice from our experienced team;

121 support from our experienced placement team providing objective/goal-setting, assistance with looking for long term work, career advice and support with upcoming interviews or application-writing during their placement; Facilitating each cohort of Kickstart placements as a peer group network to share ideas as a group, helping you to create an invaluable network of young people embarking on your future careers together.

Locally, you will be supported and mentored by Blue Lion in learning highly relevant skills in business support and administration that can be transferred across multiple industries, including customer service; PA support; diary and schedule management; business communication and other business administration related skills. The successfully applicant will also get the opportunity to go further to complete a Level 3 project management apprenticeship after the successful completion of the kickstart scheme.

## Details:

**Number of hours per week:** 25

**Working pattern and contracted hours:** 4 - 5 days per week to be agreed, between Monday and Friday

**Hourly rate of pay:** £8.91

**Closing Date:** 30<sup>th</sup> June 2021

## How to Apply:

Jobs from the Kickstart Scheme are open to 16-24 year olds, who are claiming Universal Credit. See more at <https://jobhelp.campaign.gov.uk/kickstart/>

Talk to your work coach if you are interested in the vacancy and to gain your Introduction ID that you will need in order to apply.

We are happy to talk to eligible applicants about the role, give us a call on 01572 723419