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| **Kickstart Scheme jobs template** |

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| **Kickstart Scheme Application ID** | **KS3944376C** |
| **Job reference**  | Impactful Governance (Gateway) |
| **Job vacancy title** | Trainee Property Consultant |
| **Company name** | Country Properties Hatfield  |
| **Company postcode** | AL9 5BG |

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| **Job summary** |
| The main purpose of this role is to provide  support to sales and lettings department In-bound call answering, and responding to email enquires- Ensure all calls are answered promptly and efficiently- Booking valuations, viewings and maintaining accurate customer records- Liaising with vendors, buyers, tenants and landlords where appropriate to deliver excellent customer service- Outbound calling to generate leads for new properties- Carrying out property viewings Managing process of all new and renewal tenancy applications from point of offer agreed to move in* Monitoring of third-party reference providers
* Ensuring paper and electronic lettings and renewals files are properly completed, verified, and signed off
* Contacting Tenants to confirm rental payment details
* Management of tenancy renewals including liaising with Lettings Manager to recommend options on tenancy end and progressing renewals where appropriate
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| **Essential skills, experience and qualifications**  |
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| **Hours per week** | **25** |
| **Working pattern**  | 25 hours p/w. Monday to Friday |
| **Hourly rate of pay** | NMW |

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| **Employability support** |
|  **Month one of appointment:** Work preparation for *this* roleWeek 1 – session 1 Work Readiness Welcome to your new role* Working in different sectors
* Organisation types
* Achievement

Week 1 – session 2 Structures of organisations Expectations of the role* What employers need.
* Structures and reporting
* Leadership models
* Research on how we work
* Team work and individual roles

Week 2 – session 3 Applying yourself The wider community and your role in it* Emotional rewards or work
* Team roles
* Empathy in the workplace
* Interview skills
* Behaviours

Week 2 – session 4 Communications Communication & Action Planning* Conversation cycle
* Learning styles
* Voicing concerns the right way
* Inclusive practices
* Active listening
* Action Plan

**Month five of appointment:** Preparation for the *next* job (Job readiness)Session 5 & Session 6 Mentoring & Coaching* Support will be offered (for example helping with writing their CV and preparing for an interview). All of all modules as outlined in the Training Agreement. Each session will be for at least one hour. Sessions are held remotely over Zoom. The participant will provide feedback during their placement and after training, and this will be acted on if needed. As part of a signed agreement, employers will allow the employee to participate in the training and where sessions are in the evening or weekend, allow Time Off in Leu (TOIL). Each employee is scheduled into training programmes, informing the employer and the employee about the time and date and begins once started in the role.
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|  | **If your vacancies are in more than one location, please complete a separate row for each** |
| **Where is this job based?** | **No of jobs at this location** | **When do you want to start advertising this job?** | **Maximum number of referrals** **you wish to receive per job** | **Is public transport available** **to this location?** | **Full address and postcode of the job location** | **Contact name, email and phone number** for this job | **Closing date for applications** | **How to apply** | **Anticipated start date** for this job |
| Office and on-siter property visits | **1** | 15/11/21 | 50 | yes | 7 The Broadway,**Hatfield, Hertfordshire** **AL9 5BG** | Moby Rahman07929668823moby.rahman@country-properties.co.uk  | 17/12/21 | CV by email & interview appointment time to be agreed with employer by phone. | 22-11-21 |

September 2021
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