



## **Proof Reader - Kickstart**

### **This role is part of the UK government's Kickstart scheme initiative.**

Are you aged between 16 to 24, unemployed and currently claiming Universal Credit? If you have answered "yes" to these questions, then this could be perfect role for you!

This position is offered on a 6-month fixed term contract for 25 hours per week, working between 9am and 5pm Monday to Friday at the National Minimum Wage rate applicable by age.

Please speak to your Job Centre Work Coach before applying to this role as without their referral, unfortunately you will not be eligible to apply.

Click on this link to find out more about the Kickstart Scheme: [Want a Kickstart? - Job help \(campaign.gov.uk\)](#)

### **Who are we?**

Connect Solutions Group comprises 3 separate companies – Connect Design, Connect Training and Connect Education.

At Connect Design, we produce accessible formats for people with a sensory impairment, working closely with education organisations, NHS Trusts, and the corporate sector.

All our vacancies will be working from our modern purpose-built offices and are located within easy reach of Nantwich town centre.

### **The Role and responsibilities**

Working within a busy design studio creating print and digital solutions, we are looking for someone to:

- Perform proof reading duties of all types of products so that we can establish 100% accuracy within notified time frames to the clients' brief.
- Liaise with Designers to improve the standard of document set-up.
- Work towards improving quality and compliance standards
- Complete work to designated timescales and to notify managers if there are issues.
- Work within a team setting
- Comply with health and safety standards and workplace legislation;

### **What will you get?**

- You will learn about how documents can be made accessible to people with a visual impairment, to allow them equal access to opportunities
- You'll develop many skills: attention to detail, problem-solving, organisation, teamwork and relationship-building to name a few!
- 28 days holiday pro rata (inclusive of bank holidays), contributory pension scheme (subject to eligibility), free onsite parking and refreshments.



As well as this, you will have:

- Regular meetings with your Manager.
- Regular feedback on your work from colleagues so you can learn and adapt.
- A buddy to support you when you join and throughout your time with us.
- Training and development support from us to build your skills for the working world and your future!

### **What are we looking for?**

Do you have an interest in proof reading? Do you like to think of yourself as organised and willing to learn new things? If so, then this could be the role for you.

- We'd love someone with a "can-do", positive attitude that likes to work in a team and build relationships with others.
- We're looking for someone with good communication skills, who is passionate and creative with plenty of flair
- You should feel comfortable working on your own at times and are pro-active with asking questions when needed.
- We need you to have exceptional attention to detail
- We're looking for someone who has academic knowledge or previous work experience in ICT as good computer skills are essential.

### **How to apply...**

Please speak to your Job Centre Work Coach before applying to this role as without their referral, unfortunately you will not be eligible to apply. Click on "Apply now" to create your profile and answer a few questions in order to apply today!

**Please do not apply for this role unless you have been referred by your Work Coach.**