

# Upskill Shropshire

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## Kickstart Scheme Case Study Meet Chloe Milward



## Chloe is a Kickstart Administrative Assistant with our Early Help Team

### What is your role?

I work as an Admin Assistant with the Family Information Service team. A majority what I do on a daily basis is around a procedure called "All in" which is for children with disabilities and it enables them to access activities that aren't normally available to other children and provides help for the parents. I also provide information for families that come through the early help programme.

### How Has the Kickstart role been so far?

The four months I have been in the role has flown by, but I am really enjoying it to the point where I am looking to see what opportunities there are for me to stay permanently after the Kickstart position ends. My manager and colleagues have all been fantastic. She has constantly reminded me that she appreciates my work. Since I started, I get on amazingly well with everyone in my team and have enjoyed every day in the role so far.

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## **How has the Kickstart role improved your career and personal development?**

Other jobs I had before this were in waitressing which are great, but this role has given me a completely new understanding in a new field of work for me and has helped me see how things operate and function different in administration.

One thing I have developed is my confidence and I am now no longer afraid to speak up in meetings. At the start of the role I was a little apprehensive to contribute in team meetings, but, as time has gone on and I have now know most people in the team and I have learnt to speak up and to contribute as much as I can because nobody is going to take any feedback or ideas negatively, as, giving ideas and feedback is the purpose of a team meeting. So this Kickstart role has really helped my confidence.

## **Would you recommend doing a Kickstart to others?**

Yes definitely, just the experience the role has given me is massive and having the ability to put a Kickstart job on your CV is going to help massively with your future job prospects.

## **Do you like the concept of the Kickstart Scheme?**

Yes, as I know personally, if I was applying for this job as a permanent position available to everyone I don't think I would be able to get the job simply due to my lack of experience.

The Kickstart scheme gives you that experience by helping you get a role that may not have been available to you without the scheme. It also helps give you a massive insight into what its like working for Shropshire Council permanently.

## **Do you have any tips/advice for future Kickstarters?**

Try and apply for as many roles as you can. When you find a position make sure you let your managers know what you want out of it so you can get the best possible experience from the job.