



Role: Administration Assistant

Name: Salmaan

Gender: Male

Age: 23

Salmaan was claiming Universal Credit at the time he first came across E2. Salmaan's work coach initially recommended the Administration Assistant position at E2, through the Kickstart Scheme, which Salmaan believed "the role itself would help me towards my future career goal by gaining transferable skills". Salmaan expressed that the charity itself made him apply as he liked the various projects that E2 have been involved in such as the Holiday Hunger project, Strike Out and the Youth Support Groups.

Since working at E2, Salmaan has gained IT skills such as; file management as well as sharing and working on documents. He has also improved his communication, teamwork and organisation skills and gained experience working in an office environment. Salmaan explained that having the opportunity to complete college courses has helped him to gain more skills such as interview techniques, writing a CV successfully, time management and learning about Health and Safety.

Salmaan's main duties at E2 as an administration assistant involves completing registration forms for Strike Out and for young people joining up for the Youth Support Groups, ensuring the CLM is complete which is a register for the students and contacting schools. Salmaan also replies to emails, answers phone calls and completes other clerical tasks.

Salmaan had the opportunity to get involved with the Holiday Hunger project and explained how it was a way of "bringing everyone together" and a way of "getting to know people" as he had not been at E2 very long. Salmaan stated "it was great to work on a big project". He concluded by saying "overall people enjoyed the meals and it was good to know so many young people in the area appreciated the activity packs that were given out".