



## Housing Officer

**Salary: £35,022 - £38,456 (Plus SHAPS DC Pension)**

***EVH Grade 7 (Spinal Points 22-25)***

Elderpark Housing Association is looking to recruit a dynamic, enthusiastic and proactive individual to join our Housing Management Team. You should place supporting tenants and residents to deliver positive outcomes at the heart of everything you do.

Formed in 1975, we are one of the oldest Housing Association's in Scotland currently owning and managing over 1300 properties and factoring 253 properties. We are a community-based housing association located within Govan but also with homes in the Ibrox, Kinning Park and Cessnock area.

We are proud of the services we provide within our communities and our excellent performance demonstrates a successful, high performing Housing Association which focuses on continually improving and learning.

The role of the Housing Officer will primarily include providing a generic housing management service to our tenants dealing with rental income and arrears control, managing anti-social behaviour, allocations and housing options and effective estate/ tenancy management services.

The successful applicant should be able to demonstrate the following:

- Experience within a successful RSL or housing organisation
- Excellent customer care skills and customer focused approach to service delivery
- A good knowledge and experience of all aspects of a housing management service
- Ability to develop good relationships with staff, committee, external partners and our residents
- A self-motivated, enthusiastic and flexible attitude to tasks
- Excellent communication, listening and interpersonal skills

Elderpark Housing Association is located in an easily accessible location with fantastic transport links; we offer excellent conditions of service and are committed to supporting and developing our employees. We are committed to equality and diversity and welcomes applications from all sectors of the community.

Recruitment packs may be downloaded from our website [www.elderpark.org](http://www.elderpark.org) or should you wish to request an application pack please email [recruitment@elderpark.org](mailto:recruitment@elderpark.org) or phone 0141 440 6429.

Closing date for all applications will be **Monday 8<sup>th</sup> August 2022 at 12 noon.** It is anticipated the **interviews will take place on Wednesday 17<sup>th</sup> August 2022.** CVs will not be accepted.