



Housing Officer

Full Time - Permanent - 35 Hours per week

Salary: £36,860 - £40,475 per annum

EVH Grade 7 (Spinal Points PA22 – PA25)

Elderpark Housing Association is looking to recruit a caring 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.

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

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. We are a caring organisation and we are passionate about innovation.

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.

Further information including the application form is available from our website at <https://elderpark.org/vacancies/>. You can apply for this role by completing our application form and returning to recruitment@elderpark.org.

Please note we are not accepting CV's for this post.

Closing date for all applications will be Friday 4 August 2023 at 12 noon. It is anticipated the interviews will take place week commencing Monday 14 August 2023.