



## **Estates Management Co-ordinator**

**Location: Govan, Glasgow**

Salary: £33,409 - £36,523 per annum (plus pension)

Hours: 35 hours per week

Grade: EVH Grade 6 (Spinal Points PA17-20)

Contract: Permanent

Elderpark Housing Association is a community-based housing association operating within Govan and the surrounding areas. We are committed to providing high quality homes and supporting those living within our communities to prosper. Our values are caring, reliable, fair, open and adaptable.

A fantastic opportunity has arisen for an Estates Management Co-ordinator to join our team. As part of the Housing Management Team, you will provide a front line service to our tenants and customers helping to ensure that our neighbourhood is safe, clean and well maintained.

The successful candidate will work in close partnership with internal and external customers so the ability to build and establish strong professional working relationships is necessary. The candidate will oversee the contractors providing estate management services, carry out on-site inspections in our community, deal with complaints, support with anti-social behaviour issues and carry out risk assessments. Working knowledge of health and safety is essential.

We are looking for an organised individual who can problem solve, build good relationships in the community and someone who has excellent communication skills. Most importantly, we are looking for someone who will demonstrate our values in the service delivered.

What we offer in return is an excellent working environment within the heart of our community; a commitment to supporting and developing the successful candidate's skills, knowledge and experience; excellent conditions of service and strong pension offering and a sense of ambition to support the successful candidate to excel in the role.

### **How to apply**

We are inviting candidates to submit a CV with cover letter for this role. Full information can be found in our application pack which may be downloaded from our website <https://elderpark.org/vacancies/>. Please return your CV and cover letter to [recruitment@elderpark.org](mailto:recruitment@elderpark.org).

The closing date for applications is Monday 9<sup>th</sup> December 2024. Interviews will take place week beginning Monday 16<sup>th</sup> December 2024.

Please note that all roles are subject to a Disclosure Scotland check.

We are an equal opportunities employer.