



Rural Stirling Housing Association

JOB ROLE: Housing Officer (full-time post)

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EVH Grade 7: £33,375 to £36,648

Contract Type: Permanent

Hours of work: 35 hours (flexi-time system in operation)

Leave entitlement: 25 days plus 15 days Public Holiday

Job Description

Rural Stirling Housing Association is an ambitious, forward-thinking organisation, committed to providing quality, affordable homes to tenants throughout the north and west rural Stirling Council area, stretching from Tyndrum in the north to Strathblane and Killearn in the west and Doune in the south. A large part of our area of operation falls within the boundary of Loch Lomond & the Trossachs National Park.

Our vision and reason for being is *to put our communities at the heart of everything we do.*
'Building affordable homes: growing rural communities'

Reporting directly to the Housing Services Manager, you will be a highly motivated individual with a minimum of 3 years' 'all round' experience of housing management within the social rented sector. You will have an excellent track record of achievement in delivering front line housing management services. This will include experience of rent arrears management, void and repair management, allocations, tenancy management and dealing with anti-social behaviour.

You will be highly visible and engaged within the local community.

If you thrive when working in an environment that requires excellent time management and prioritisation skills and are not afraid to use your initiative to ensure excellent customer service is provided, we would like to hear from you.

Please note that this post is subject to a basic disclosure from Disclosure Scotland.

All applicants will be required to complete an application form to standardise the shortlisting and interview process. Please note that CVs will not be accepted.

Rural Stirling Housing Association is an Equal Opportunities Employer and welcomes applications from all sections of the community.

For further information and an application pack please visit our website www.rsha.org.uk

Notes:

- Closing date for applications **12 noon on 24th July 2020**
- Interview date **12th August 2020**