



JOB ROLE: Assistant Property Services Officer

Rural Stirling Housing Association

Location: Doune office and home working (hybrid working model)

EVH Grade 6 (PA17:PA20): £34,745 to £37,984 plus Essential Car User Allowance (£1,708)

Contract Type: Permanent

Hours of work: 35 hours (flexi-time system in operation, currently working to a hybrid home/office based model, Mon/Fri at Home, Tue/Wed/Thu at the Office)

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.

Reporting directly to the Property Services Officer, you will be a highly motivated individual, with excellent organisational and customer service skills. You will have experience of working in a customer focussed environment, ideally with an understanding of asset management in the social housing sector. The primary responsibilities of the role include property inspections, arranging works, voids, damp and mould, compliance and liaising with contractors and tenants to ensure works are completed in line with expectations. Due to our geographic area, the role involves a fair amount of driving from our office to tenants' homes.

If you thrive when working in an environment that requires excellent decision making 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 Basic Disclosure under the PVG Scheme in Scotland.

Equalities & Diversity Statement

We will not directly or indirectly discriminate against any person or group of people because of their race, religion or belief, gender, disability, age, sexual orientation, or any other grounds. Our commitment to equality and fairness will apply irrespective of factors such as age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Key Dates

- Closing date for receipt of applications is **9am on Wednesday 20 August 2025**
- Interviews for the post will take place on **26 August 2025**
- Interviews will be in person at our offices in Doune

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.

Recruitment Pack

To apply please visit our website: www.rsha.org.uk/opportunities-to-work-with-us

Please return all completed applications to: recruitment@rsha.org.uk

Or by post to :

Private and Confidential

HR

Rural Stirling Housing Association Ltd

Stirling Road

Doune

FK16 6AA

STRICTLY NO AGENCIES PLEASE.