



Rural Stirling

Housing Association

JOB ROLE: Property Services Assistant

Rural Stirling Housing Association

EVH Grade 5 : PA13:PA16 £26,071 to £28,974

Contract Type: Permanent

Hours of work: 35 hours (flexi-time system in operation, currently working to a hybrid home/office based model)

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 Tyntrum 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 help build “Strong and attractive rural communities”.

Reporting directly to the Property Services Coordinator, 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 within housing services in the social housing sector.

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.

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.

Equality Statement

RSG is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.

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

Notes

- Closing date for applications **5pm on Monday 23rd May 2022**
- Interview date **Friday 27th May 2022**