



Graduate Housing Officer.

£26,500 plus car allowance of £1,289 per annum

Progressing to £31,283 on successful completion of training.

The Role:

We have an excellent opportunity for an enthusiastic hard working and ambitious graduate to join our busy housing team as a trainee Housing Officer.

You will take part in a one-year development programme to provide you with relevant experience, support and guidance to grow into a competent and professional Housing Officer. We will agree a tailored programme based on your degree, experience and career aspirations. Upon demonstrating a fully competent performance you will progress into permanent role as a Housing officer

As a Housing Officer, you'll play an essential role in delivering a personal, high quality, customer focused tenancy management service to our residents.

You will be responsible for managing your patch of properties for our mainly elderly client group. Your duties will include sign-ups, tenancy and general estate management. You will also work closely with other members of the organisation to ensure that residents receive a seamless service.

Requirements:

The successful candidate will;

- Be a graduate with enthusiasm to learn new skills
- Have exceptional communication and interpersonal skills
- Have a 'can do' approach.
- Be self-motivated with a strong desire to progress your career
- Demonstrate a strong commitment to customer care and team work
- Have access to your own transport as the role requires travel throughout the patch.

Pension scheme and flexitime scheme

Closing date; Noon on Friday 4th October 2019.

Interviews 9th October 2019

Equality & Diversity

At Housing Pathways we value inclusiveness and we are committed to embedding equality and diversity at the heart of our work. We aim to be an inclusive organisation, where individual differences are respected, where staff, people who use services, as well as their families and carers, are treated with dignity and on the basis of their merits, abilities and needs, and where everyone has a fair opportunity to fulfil their potential without suffering discrimination or disadvantage.