

Assistant Allocations & Administration Officer

Thank you for expressing an interest in the above job vacancy within the Guernsey Housing Association (GHA).

Please find enclosed the detailed Job Description and Person Specification information, along with the GHA job application form.

All completed applications, marked for addressee only, should be posted to Tyler McKane at Guernsey Housing Association, First Floor, Newlands House, Lowlands Trading Estate, Braye Road, Vale, GY3 5XJ or Email: tylermckane@gha.gg.

Please do not enclose your CV as this is not required.

The deadline for all completed applications is **Monday 4th November 2024**. Any applications received after this date will not be considered.

GHA will contact the shortlisted applicants soon after the deadline to arrange a convenient time and date to attend an interview.

Additional Information

GHA currently manages and maintains over 1,000 properties, which is a mix of rented, partial ownership, extra care & keyworker properties.

The job role of Assistant Allocations & Administration Officer is varied and interesting, covering a wide range of tasks.

Our friendly tenancy team currently consists of eight staff members: 1 Housing Manager, 3 Housing Officers and 3 Assistant Housing Officers dealing with all tenancy management matters along with the Allocations Officer, which this role reports to.

The starting annual salary is based between £25,000 to £27,000 dependent on the applicant's experience and training relevant to the role.

GHA offer 25 days annual holiday increasing by one day per calendar year that you work for the company, up to an overall maximum of 30 days.

We also offer company pension, healthcare insurance, group life insurance, critical illness insurance and dental cover. More information will be provided to you in this respect, should you be offered the position.

A full Police check will be required, due to the nature of the job.

Should you have any questions about the role, please contact: Tyler McKane (Allocations & Administration Officer) on email: tylermckane@gha.gg Tel: 240951 or WhatsApp/Text: 07781 117 892.

We look forward to receiving your completed application by Monday 4th NOVEMBER 2024.