

**Assistant Housing Officer Job Role Information**

Thank you for expressing an interest in the above role with the Guernsey Housing Association.

If you are interested in applying for the position of Assistant Housing Officer please read through the Job Description and person specification to ensure you meet the job requirements, then complete the GHA Job Application Form.

The deadline for completed applications to be returned is by **FRIDAY 31 MAY 2019 TO COMMENCE WORK IN JULY 2019.**

We intend to contact the shortlisted applicants soon after the deadline and invite in for interviews as soon as possible.

The starting annual salary is based between £19,500 and £21,500 dependent on the applicant’s experience. This post is ideally for a 35 hour week, 8am to 4pm Monday to Friday. However flexible or reduced working hours may be an option.

We offer 25 days holiday increasing by a day per calendar year that you work for GHA, up to an overall maximum of 30 days. We also offer a company pension, healthcare insurance, group life insurance, critical illness insurance and will provide more detail on the terms and conditions should you be offered the job.

The working day will involve you working alongside other Assistant Housing Officers, plus a Deputy Housing Officer dealing with callers to the office, answering the phones, being responsible for the ordering of all stationery and office stocks. You will assist your Housing Officer to manage parking issues on GHA’s estates, chase rent and maintenance recharge arrears, ensure tenancies are well managed and undertake showing tenants their new home. This role would suit someone who likes working with people and has a positive attitude.

GHA currently manages and maintains just under 900 properties and is building more homes. Work is varied and interesting with job opportunities for the Assistant Housing Officer as our housing stock grows and GHA ventures into different i.e. additional key worker homes and other specialist accommodation. The Tenancy team will consist of 10 staff, an Allocations Officer offering applicants accommodation and dealing with applications, 3 x Assistant Housing Officers, 1 x Deputy Housing Officer, 4 x Housing Officers managing tenancies and a Housing Manager who oversees the whole team.

Due to the nature of the job a full Police check is required.

**If you require further information about the job or GHA please contact the office on Tel: 245530, Email:** **ghaenquiries@gha.gg** **or visit our website www.gha.gg, otherwise we look forward to receiving your completed application form no later than Friday 31 May 2019.**