



Position:	Housing Assistant
Location:	Barlanark, Greater Easterhouse
Contract:	Full Time (12 months fixed term) = 35 hours per week (Hybrid Working Available)
Closing Date:	Noon - Friday 4 th October 2024
Interviews Due to be held:	Anticipated to be held week beginning 14 th October 2024

Housing Assistant

EVH Grade 6

£33,409 to £36,523 per annum

Calway Housing Association is a community-based RSL operating in the Barlanark neighbourhood of Greater Easterhouse, Glasgow. The Association's housing stock comprises 868 units, made up from a mixture of improved tenemental properties, new build flats and houses. The Association also provides a factoring service to local owner-occupiers who reside within the Association's area of operation.

Due to a staff member obtaining a promoted post the Association is looking for an enthusiastic individual to join our high performing team. Calway is proud to support our staff to develop and advance and this post is no different.

The role of the Housing Assistant will primarily include responsibility for assisting with the delivery of the housing management service of Calway to our tenants dealing with rental income and arrears control, managing anti-social behaviour, allocations and effective estate/ tenancy management services. The successful applicant should be able to demonstrate the following:

- Excellent customer care skills and customer focused approach to service delivery
- A good knowledge and experience of all aspects of a housing management service
- Ability to develop good relationships with staff, committee, external partners and our residents
- A self-motivated, enthusiastic and flexible attitude to tasks
- Excellent communication, listening and interpersonal skills

Our strategic plan is ambitious as we strive for our vision to ensure that "Calway will be a well-managed neighbourhood with a good community spirit".

Our new Business Plan has been developed with our community at its core. We have an engaged and committed staff team who show a demonstrable desire to support our customers and strengthen the wider community.

EVH Conditions of Service, flexible working hours, generous holiday and Pension scheme.

Calway Housing Association are committed to promoting an environment of respect, understanding, embracing diversity and eliminating discrimination by providing equality of opportunity for all.

Applications to be returned to Calway Housing Association Ltd, Calway Centre, 16 Calway Road, Barlanark, Glasgow, G33 4RE or by email to info@calway.org.uk.