



Temporary Part-Time Assistant Care & Repair Officer (17.5hrs per week) *Until 31st March 2019 and thereafter subject to annual continued funding.*

Salary; EVH Grade 6 – PA17-PA20 £27,457- £30,016 pro rata

Shire Housing Association Ltd is a progressive housing association based in Cumnock, East Ayrshire committed to delivering our Business Plan vision of “Great Homes, Great People, Vibrant Communities”. We are proud to deliver the East Ayrshire Care & Repair Service providing small repair and preventative repair services to elderly and disabled owners throughout the region for over 14 years.

Following the successful retention of our Integrated Joint Board package we have a great opportunity to expand our small team. Reporting to the Care & Repair Officer, the postholder will have a flair for customer service coupled with diligent administration skills to support the delivery of this fantastic service. The postholder will provide advice and information to customers on service standards that reflect our contractual, legal and funding requirements. Promoting and developing good customer relationships, the role will encourage client feedback and engagement to actively drive our continued improvement of services.

Applicants should ideally have a minimum of two years’ experience in a repair administration environment. Experience of working in a Housing Association is not essential.

The post offers generous terms and conditions including flexible working hours, access to a contributory pension scheme and generous annual leave entitlement.

For an informal chat about the post contact Charles Murphy, Care & Repair Officer on 01290 428011.

Further information and an application pack can be downloaded from our website at www.shirehousing.co.uk or contact Jade McLelland at our office on 01290 421130.

Closing Date; Friday, 7 September 2018 at 12 noon

We welcome applications from all sections of the community and are committed to promoting equal opportunities. This post is subject to a Basic Disclosure Scotland check.