

Scheme Officer Gateshead



Up to 30 hours per week

Fixed Term Contract up to 12 months

Salary £16,809 (pro-rata) + benefits package

Castles & Coasts owns and manages more than 7,000 homes across the North of England. Our vision is to be a continuously improving organisation with customers at the heart of everything we do. Our services are locally-focused, suited to our customers' needs and lifestyles and designed to be good value.

Castles & Coasts Housing Association is looking to recruit a dynamic Scheme Officer to our Sheltered Housing Schemes in Gateshead who will help us to understand and respond to the needs of residents and ensure the scheme operates in an efficient and effective manner and so provide a high standard of services to our customers.

The role will require a knowledge of social housing and key tasks include minimising voids through efficient lettings practices, maintaining accurate information about scheme residents and monitoring the quality of repairs, servicing, landscaping and cleaning contractors.

You will contribute positively within and across teams, have experience using IT systems and hold a minimum of Level 2 literacy & numeracy skills (Grade C GCSE) or equivalent.

If you like what you read about this role, please complete our application process. If you choose to apply and are successful, you will be rewarded on all levels - a great place to work, great places to live and a great team of people to work with.

For more information and to download the recruitment pack for the above post, please visit our website www.castlesandcoasts.co.uk/careers

Completed job applications must be emailed (stating the post title) to: recruitment@castlesandcoasts.co.uk

Closing date for applications: Sunday 15th September 2019

Interviews to be held: Tuesday 1st October 2019 at Arcadia House Balliol Business Park NE12 8EW

