



Housing Officer

The Cameron Charitable Trust will work nationally in the UK to bring together people, funds, investors and organisations that can create, promote or provide affordable, quality housing for people with disabilities. It will work with private investors, landlords, philanthropists and the charitable and business communities to dramatically change the face of housing provision for people with learning, sensory and physical disabilities in the UK.

The Cameron Trust is setting up a Housing Association, “*Let for Life*” to be registered later in the year as a Registered Provider (RP) of housing with the Homes and Communities Agencies. Let for Life will operate to lease property from the various housing sectors to people with disabilities and to purchase and manage property for investors who wish to buy to let to this group of people.

The offices are based near Wilmslow train station with excellent commuting ability to London and other major cities.

You ideally will have 3 years’ experience in the supported housing sector with the ability to set up and maintain appropriate office systems, including rent and maintenance systems and to create and market new investment products in the private, voluntary and statutory sector.

Training will be given, where appropriate, if you are outstanding in several of the areas required.

We are looking for excellent customer services skills. A good working knowledge of landlord and tenant law and welfare benefits is essential for this post.

Above all you must have a person centered approach to services and be passionate about the equal rights of individuals with disabilities to have their own home with support.

Let for Life needs a highly motivated, genuinely flexible hard-working individual with experience of working within third-sector organisations, private sector and statutory services. A working knowledge of person centered planning is essential and we will be expecting to see examples of where you have already made a difference to people with disabilities in your work.

Your reward will be an excellent new job in an exciting new venture and an opportunity to add value and expand the provision of housing in the UK for all people with disabilities including older people over time.

Salary £28,000 plus car allowance and travel allowance

Personal Pension scheme / Free car parking/Accessible offices

The Cameron Trust recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.



Essential

A person centered approach that is used to working with people with disabilities.

Good personality, great interpersonal skills and be engaging and passionate about equality rights for people with disabilities.

Able to work under pressure and be a good communicator

Good negotiator and problem solver.

Well versed in benefit and housing landlord and tenant law.

At least three years of experience in a similar role.

Able to undertake the day-to-day management of rented properties owned / leased by the Let for Life.

Excellent administration and IT skills

Flexible and willing to travel as this post will be evolving around the Association.

Car driver

Highly desirable

Experience of property management services

Good working knowledge of connected statutory housing, private and voluntary sector

Experience of supporting tenants to participate in tenancy groups that help shape the community in which they live.

Staff management and supervisory skills,

Ability to work on a national basis

Experience of purchasing property and adapting property for the needs of people with disabilities

A professional attitude, positive mindset and solid work-ethic.



What you will be doing

1. We want you to have a truly person centered approach and to be keen to see good quality housing and tenancy arrangements for people with disabilities in every aspect of your work.
2. You will be based for up to 36 hours a week at Wilmslow Head Office and on sites and home visits as required and call out on a rota.
3. We expect you to respond and work flexibly in terms of times, location and hours worked to ensure the effective applications, allocations and lettings of a new housing association.
4. You must be able to meet the challenge of working in a new and exciting venture that will help to transform the housing for people with disabilities in the UK.
5. You will work alongside other housing officers, housing support officers, finance and administration staff and report to the Manager of the Housing Association.
6. You will be expected to assist in meeting the regulatory requirements for the Charity Commission and Homes and Communities Agencies and Companies House.
7. You will need to offer high quality customer service.
8. You will need to assist in taking on leases from the various housing sectors, sign up leases, purchase property for the buy to let model, assist with the risk assessment of the leases and subsequent lettings to tenants.
9. You will need to assist with the set up and set appropriate rent scales/safeguards to meet the rental income requirements to cover the lease costs.
10. You must complete all welfare benefits forms required, in particular housing benefit claims, and make sure they are submitted on time and effectively and the progress is monitored dealing with any queries immediately to ensure avoidance of any cash flow issues.
11. You will be part of a national/local 24 hour/ 7 call out process and assist with the property management services situ nationally using the most efficient and person centred local services.
12. You will be part of the training for local provider services are effectively inducted into the work of the Association and monitored using the Real Tenancy Test standards.
13. Part of your work will be to liaise with other providers of housing, housing and support alliance and website operators to ensure a streamlined approach to the creation, marketing and delivery of housing for the Association and nationally.

Your tasks will typically include:

1. Allocating vacant accommodation
2. Organising initial inspections and inventories with local workers to make sure all properties are in a good state of repair and liaising with landlords.
3. Assisting the Manager to set up the leasing arrangements, purchasing and adaptations of properties, arranging OTs etc. where required.
4. Assessing the referrals of people applying for housing and setting up records.
5. Organising and delivering a property maintenance service with local workers.
6. Working to agreed property budgets to protect margins.
7. Advising local workers with issues such as anti-social behavior and broken tenancy agreements.
8. Assisting and referring tenants to appropriate sources of benefits and welfare advice.
9. Setting rents and dealing with payments and arrears.
10. Arranging for legal processes to be undertaken and legal action to be taken where necessary.
11. Gathering statistical information and preparing reports.
12. Advising local workers on supporting tenants' groups and attending their meetings.
13. Supervising the brief and work of local workers.

You will work closely with other agencies, such as local authority housing departments, other housing organisations, the Housing and Support Alliance, social services departments and welfare rights organisations.