Housing Officer

**Closing Date:** Friday, 12th August 2022 at 4:00pm

**Location:** Newington Housing Association

300 Limestone Road

Belfast

BT15 3AR

**Salary:**  NJC point: 23 - 27 (£28,226 - £31,895)

**Contract:** Full time permanent

**Hours:**  Full time (Mon. – Fri. – 37 hours p/w)

**Benefits:** NILGOSC Contributory Pension Scheme, mileage allowance and 22 days annual leave plus 11 statutory holidays.

Newington is a community-based housing association providing quality and affordable social housing within North Belfast. We provide housing for families, single people and sheltered housing for those over 55 years old. We also work in partnership with Depaul Ireland to provide a hostel accommodation service at Mater Dei, Antrim Road.

We are seeking to recruit a Housing Officer who will embrace our vision and values, ensuring performance standards are met. The post holder will be responsible for delivering a range of housing management services including rent account monitoring and arrears prevention, voids management, tenancy support, community engagement, transfer assessments, ASB and tenancy fraud.

**Essential Criteria – Candidates must have:**

* 3rd level qualification oreducated to ‘A’ level standard with a housing qualification and 1 years' relevant experience or educated to ‘A’ level standard and 2 years relevant experience
* Knowledge of current social housing policy and issues.
* Experience of using Microsoft Office packages.
* Ability to work on own initiative as well as part of a team.
* Ability to relate to residents and the public.
* Ability to be flexible and to handle sensitive and confidential information.
* Good organisational skills and the ability to prioritise workload and meet deadlines.
* Willingness to work outside normal office hours on occasions such as attending lunch and evening meetings.
* Post-holder will be required to have a current driving license.

**Desirable Criteria – Candidates must have:**

* Professional Qualification or Membership of Professional Body.
* Working knowledge of NIHE HMS system.
* Working knowledge of welfare benefit system.

**We reserve the right to enhance the criteria to facilitate short-listing**

Application packs can be obtained by contacting NHA Offices on 02890744055, e-mailing admin@newingtonha.co.uk  or in writing to:

Newington Housing Association
300 Limestone Road
Belfast
BT15 3AR

This pack is also available in alternative formats upon request.

Newington HA is an equal opportunities employer. We welcome applications from all suitably qualified persons.  We would particularly welcome applications from disabled persons as they are currently underrepresented within our workforce.

**Closing date for completed applications is 4:00pm on Friday 12th August 2022.**