

Join us as a Community Housing Services Officer

**Sutton
Housing
Society**

SHS is an independent social housing provider with just under 500 homes located within the London Borough of Sutton, with plans to grow over the coming years. We have a vacancy for a **Community Housing Services Officer** to manage around 250 homes.

You will be responsible for tenancy management, resident engagement, hosting resident meetings and other housing management tasks such as rent arrears.

This is a rare opportunity to join a warm and welcoming team of 16 staff. Working in a small organisation, you will genuinely get to know our residents and make a real difference to them.

This is an exciting time to join SHS as we are growing as a social housing provider, whilst continuing to deliver excellent homes and services. Qualities we are looking for include:

- A real desire to make a difference to people and places
- Excellent customer service skills
- Experience in social housing tenancy management with a sound knowledge of housing legislation and good awareness of the social housing environment
- Previous experience of working for a social housing provider and managing a geographical area

We are offering a salary of £24,000 - £27,000, together with 25 days' holiday and other staff benefits, including a holiday purchase scheme, child care vouchers and a pension scheme.

Please visit our website for a job description, person specification and application form – www.suttonhousingsociety.org.uk **The closing date is 15 July 2018.** Should you wish to discuss the role, please contact Ray Alder on 020 8661 5894.