

# NEW — GORBALS

HOUSING ASSOCIATION —

## Recruitment Pack

**Post: CORPORATE SERVICES ASSISTANT**



200 Crown Street, G5 9AY



0141 429 3900



[recruitment@newgorbalsha.org.uk](mailto:recruitment@newgorbalsha.org.uk)

## Application Pack

Thank you for expressing an interest in New Gorbals Housing Association.

This recruitment pack will explain who we are along with providing you with all the necessary information to assist you in applying for the post with confidence.

New Gorbals Housing Association is committed to the promotion of equal opportunities in employment, regardless of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation.

If you have any questions or would like further information about the post, please do not hesitate to contact Amanda Irwin, Finance Manager for a confidential chat on 0141 429 3900.

Finally, further information is available on our [website](#) including our most recent Annual and Performance Reports and Business Plan.

## Application & Key dates

Applications forms can be downloaded from our website:

<https://www.newgorbalsha.org.uk/vacancies>

If you require the application in a different format, please contact us.

|                       |  |
|-----------------------|--|
| <b>Closing Date</b>   | Monday 11 <sup>th</sup> August 2025 at 12 noon                     |
| <b>Interview Date</b> | Wednesday 27 <sup>th</sup> & Thursday 28 <sup>th</sup> August 2025 |

Completed applications should be submitted to: [recruitment@newgorbalsha.org.uk](mailto:recruitment@newgorbalsha.org.uk)

Please note you will receive an acknowledgement to your application form within 24 hours of receipt. If you have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact us by email at:

[recruitment@newgorbalsha.org.uk](mailto:recruitment@newgorbalsha.org.uk)

Good luck with your application, we look forward to receiving it.

| Contents                               | Page |
|--|------|
| About New Gorbals Housing Association  | 3    |
| Job Description & Person Specification | 4    |
| Summary of Terms and Conditions        | 10   |
| Organisation Chart                     | 11   |
| Maintenance Organisation Chart         | 12   |
| Guidance Notes for Applicants          | 13   |
| Privacy Notice for Applicants          | 14   |

## **BACKGROUND**

New Gorbals Housing Association (NGHA) is a dynamic community-controlled Housing Association established in 1989 by a group of local residents.

Over the last decades, steered by our Management Committee, and working in partnership with a wide range of organisations, NGHA has transformed the Gorbals through the creative and innovative delivery of the best possible housing, environment and services. We now own and manage 2,600 homes for rent and factor over 1,900 owners' homes. Social Housing Grant is also committed for, at least, a further 400 homes for social rent.

Our Management Committee is the strategic and governing body at NGHA and is made up of people living in the Gorbals who have a strong vision of how they want the Association to operate. Their vision is reflected in our aims and values:

### **Our Key Aims**

Central to all aspects of our work are our key aims:

- To provide the highest possible quality housing, environment and services to all of our customers.
- To maximise our contribution to the overall regeneration of the Gorbals, addressing wherever possible the needs of those in the community who are disadvantaged.

### **Our Strategic Objectives**

Our core values are reflected in how we deliver our service. These are:

- Completing the physical regeneration of the Gorbals
- Keeping rents affordable, and supporting our tenants in dealing with welfare cuts and the high cost of energy
- Providing high quality, value for money services, and managing our assets effectively
- Strengthening our engagement and communication with tenants and the wider community
- Making Gorbals a Thriving Place
- Ensuring that we are a cost effective and well managed organisation, achieving high standards of governance and of financial probity and competence.

NGHA now employs its own Welfare Rights, Communications, and Community Engagement staff who work alongside colleagues in our core service areas of Housing Management, Maintenance, Development, and Finance and Administration. There are now 60 office -based staff, and approximately 50 tradespeople and operatives in our own repair, landscaping and gas servicing teams.

## JOB PROFILE & PERSON SPECIFICATION

### Job Details

|                  |  |                        |                   |
|------------------|--|------------------------|-------------------|
| <b>Job Title</b> | Corporate Services Assistant   | <b>Service Area</b>    | Finance and Admin |
| <b>Based</b>     | 200 Crown Street, Gorbals, Glasgow, G5 9AY - limited hybrid working is available | <b>Hours of work</b>   | 35 hrs per week   |
| <b>Report to</b> | Finance Manager  | <b>Responsible for</b> | N/A               |
| <b>Grade</b>     | EVH Grade 6<br>(PA17-PA20): £34,745 - £37,984                                    | <b>Date completed</b>  | June 2025         |

### Job Description

The Corporate Services Assistant will be a highly proficient administrator with experience of a busy working environment. They will work collaboratively across the Association providing an effective and efficient service to the Senior Management Team; and will specifically support the Head of Governance and Finance Manager with:

- Servicing the Management Committee
- Supporting the governance function
- Supporting GDPR and Freedom of Information practices
- Event Management

This is a new post for the organisation and the post holder will work closely with the Office Manager and Administrator.

### Specific Responsibilities

#### 1. Management Committee Meetings

- Coordinate and service Management Committee meetings, including scheduling, room bookings, arranging IT equipment and support and organising catering where required.
- Prepare and circulate both paper and digital Management Committee packs, including proof reading and formatting reports.
- Minute Management Committee meetings.
- Maintain record of Management Committee Meetings on SharePoint.

## **2. Governance**

- Maintain all Governance and Management Committee records as required.
- Coordinate and service Annual Management Committee review schedule.
- Assist with maintaining the Association's information on the Scottish Housing Regulator's portal.
- Format governance documents in line with the organisation's corporate template.
- Ensure governance documents are clearly named, filed and there is effective version control to maintain document integrity and accessibility.
- Assist Head of Governance in arranging Management Committee and staff governance training.
- Maintain records to support governance in relation the Assurance process and Annual Return on Charter (ARC).
- Maintain the schedule of policies.
- Assist with collection and reporting of equalities data.
- Provide project support to the Head of Governance.

## **3. Data Protection and GDPR**

- Maintaining records for GDPR and FOI.
- Assist with evidence retrieval for Subject Access Request or Freedom of Information Request and liaise with staff.
- Prepare documents for these requests.
- Assist with arranging and managing training for both GDPR and FOI
- Maintain the Associations GDPR and FOI inboxes.
- Manage and Maintain GDPR and FOI SharePoint sites.

## **4. Supporting Senior Management Team**

- Prepare papers for other meetings as required.
- Coordinating meetings and note taking.
- Provide administrative assistance to senior management team as required.

## **5. Other Duties**

- Arrange events such as AGM and conferences as required including arranging venues, catering, invitations etc.
- Assist with record keeping and general administrative tasks across the corporate services function.
- Provide other corporate services duties as required by Head of Finance or Director.
- Deputise for Office Manager when required.
- Support and cover for Administrator as required.

| PERSON SPECIFICATION   |  |
|--|--|
| ESSENTIAL  | DESIRABLE  |
| <b>Skills and Abilities</b>  |  |
| <ul style="list-style-type: none"> <li>• Highly proficient administrative and secretarial skills.</li> <li>• Skills in minute-taking and production of high-quality documents and reports.</li> <li>• Strong IT skills and the ability to work confidently in a digital-first environment, using digital tools to enhance efficiency and communication.</li> <li>• Strong organisational and time management abilities to meet competing deadlines.</li> <li>• Excellent communication skills—both written and oral.</li> <li>• Ability to apply problem-solving techniques in day to day tasks.</li> <li>• Ability to work effectively both independently and as part of a team</li> <li>• Meticulous attention to detail</li> <li>• Ability to interpret or apply legislation, regulation, or policy.</li> </ul> | <ul style="list-style-type: none"> <li>• Secretarial or Administration qualification such as National Certificate or Higher.</li> <li>• Ability to support and guide customers in engaging with NGHA’s digital services.</li> <li>• Strong event management skills.</li> </ul>   |
| <b>Knowledge and Experience</b>  |  |
| <ul style="list-style-type: none"> <li>• Experience building and maintaining positive, professional relationships with a wide range of staff and volunteers to support effective teamwork and service delivery.</li> <li>• Experience handling confidential and sensitive information with discretion.</li> </ul>  | <ul style="list-style-type: none"> <li>• Ability to set up, manage, and maintain databases/ SharePoint lists to support efficient data storage, retrieval, and reporting.</li> <li>• Knowledge of SharePoint site management.</li> <li>• Experience of Homemaster Housing Software.</li> <li>• Experience of working with Housing Association Corporate Service or Administration team.</li> <li>• Experienced in continuous business improvement of digital systems.</li> <li>• Experience providing support to Boards or Management Committees.</li> <li>• Experience providing support to senior team.</li> <li>• Experience of working in a regulated environment.</li> <li>• An understanding of FOI legislation</li> <li>• An understanding of GDPR regulations</li> <li>• Awareness of Governance frameworks</li> </ul> |

## Behaviours & Competencies

- Compliance with internal policies and procedures.
- Willingness to take ownership of personal learning and continuous development.
- Resilience and a flexible but adaptive approach to work requirements.
- A strong ethical approach and integrity in performing duties.
- Dedication to contributing positively to team performance and continuous improvement.
- Understanding of, and alignment with, the values of community-controlled housing associations
- Flexibility to meet the practical demands of the role, including occasional work outside standard office hours.
- Respect for others and a clear commitment to equality and inclusion
- A strong customer focus, placing service users at the centre of all activities.
- High levels of self-awareness, motivation, and active listening skills
- The ability to represent the Association professionally and positively at all times

## Summary of Principle Terms and Conditions of Employment

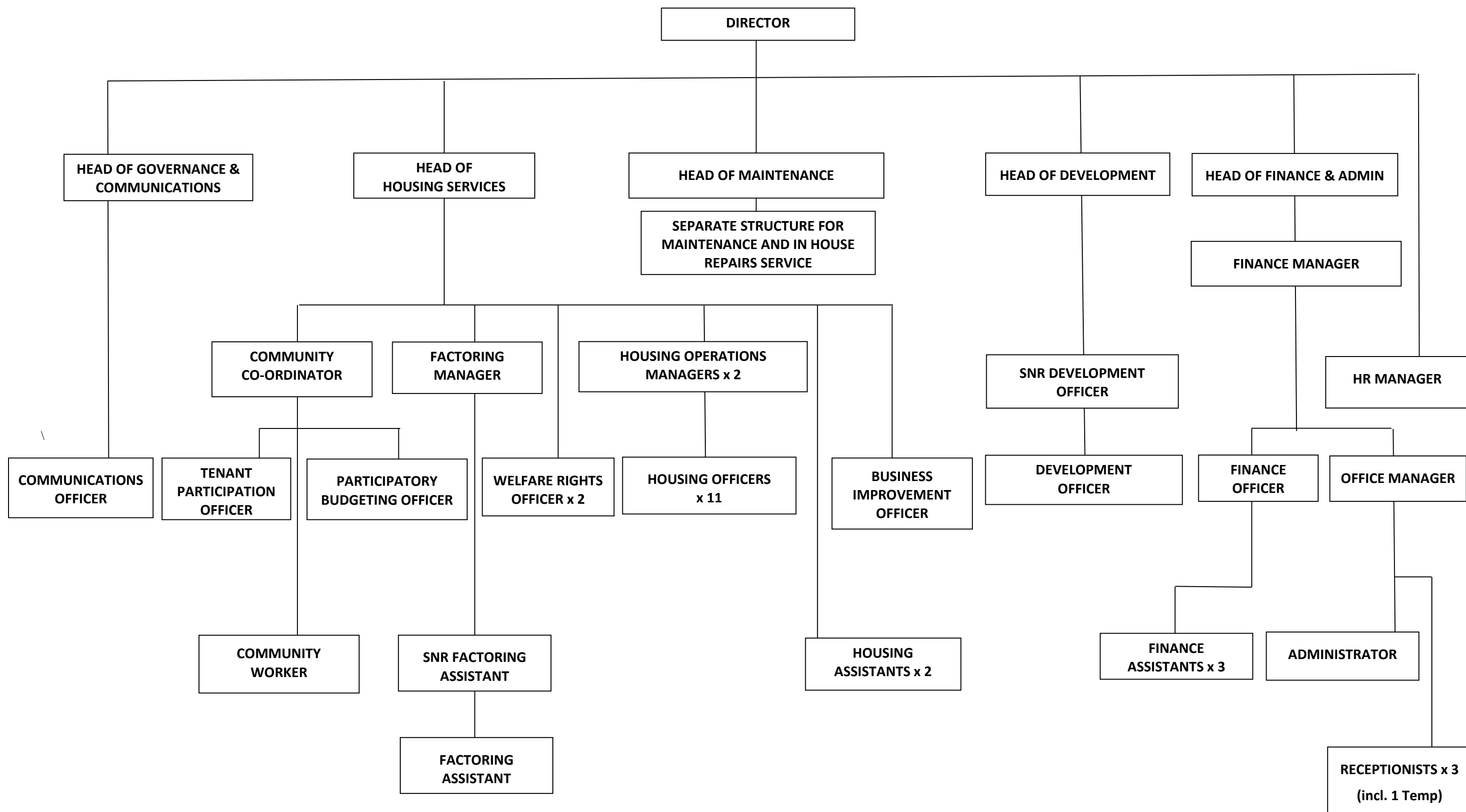
New Gorbals Housing Association are full members of Employers in Voluntary Housing (EVH Ltd). This summary is for guidance and will not form part of the contract of employment.

|                             |   |
|-----------------------------|---|
| <b>Post</b>                 | Corporate Services Assistant  |
| <b>Contract Type</b>        | Permanent   |
| <b>Salary Scale</b>         | EVH Grade 6, Spinal Points PA17 to PA20, £34,745 to £37,984   |
| <b>Location</b>             | New Gorbals Housing Association, 200 Crown Street, G5 9AY   |
| <b>Hours of Work</b>        | Monday to Friday – 35 hours per week<br><br>Hybrid working arrangements will be considered, with a minimum of 4 days per week required in the office. |
| <b>Annual Leave</b>         | 25 days<br><br>Annual Leave year runs from 1 <sup>st</sup> April to 31 <sup>st</sup> March  |
| <b>Public Holidays</b>      | 15 days   |
| <b>Pension</b>              | Auto-enrolment to join the defined contribution scheme within the Scottish Housing Associations Pension Scheme (SHAPS).                               |
| <b>Sickness Entitlement</b> | Occupational Sick pay rising to 26 weeks full pay and 26 weeks half pay based on length of service.   |
| <b>Notice Period</b>        | 4 weeks   |

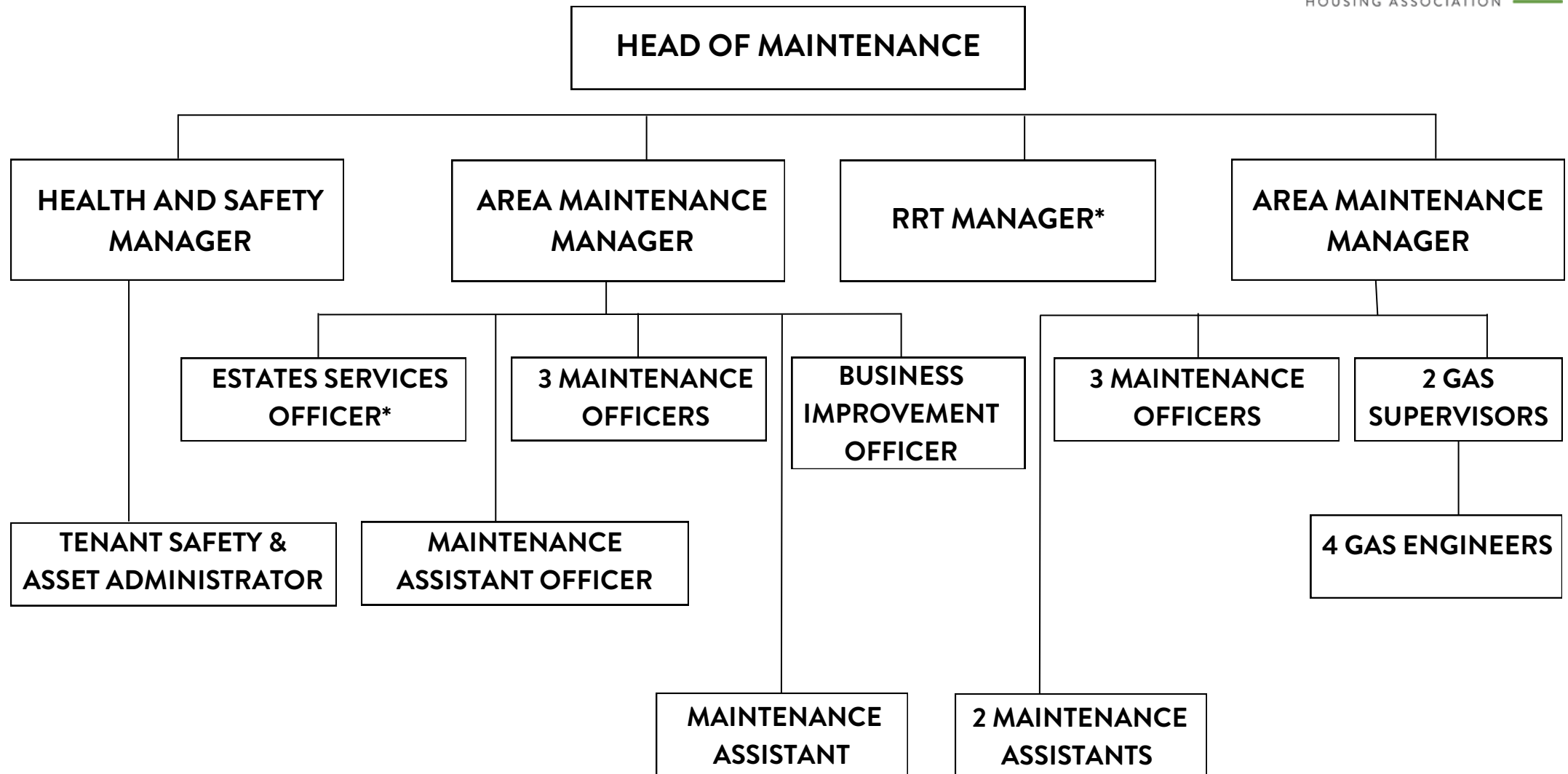
*Please note all offers of appointment are subject to satisfactory references, proof of eligibility to work in the UK, proof of qualifications and a Disclosure check, if applicable.*



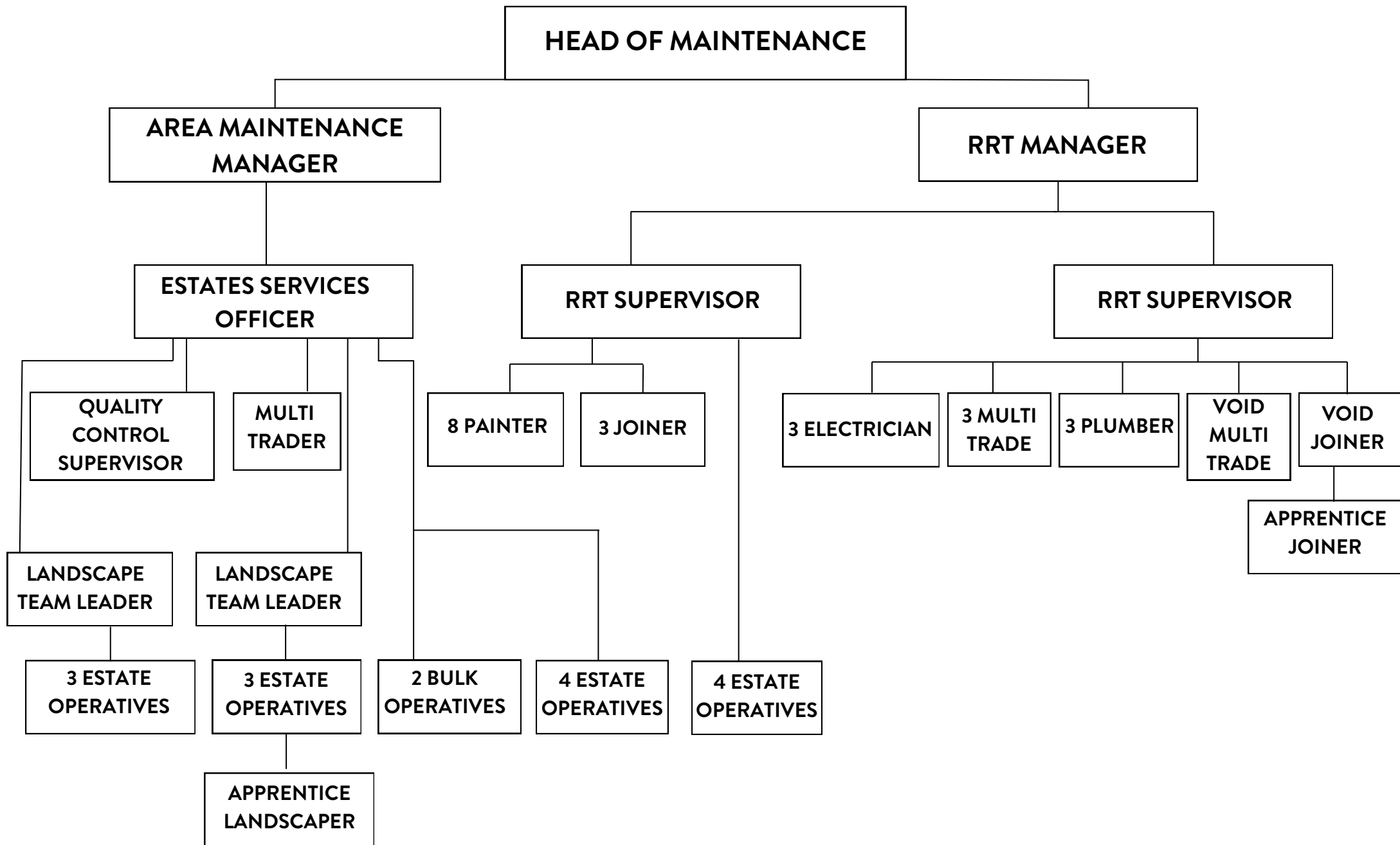
## STAFF STRUCTURE



# MAINTENANCE STAFF STRUCTURE



**\*PLEASE SEE OVERLEAF FOR FULL ESTATES AND RRT STRUCTURE**



## Guidance Notes on completing the application form

*We advise that you read these notes carefully as they are there to help you make the best of your application.*

1. Preferably, applications should be completed online and if in writing then it should be completed with black ink.
2. Please do not send in your Curriculum Vitae.
3. One of your references should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job.
4. The enclosed Person Specification lists the essential requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form and assess this against the Person Specification.
5. It is not the responsibility of the Selection Panel to make assumptions about the nature of the work you have done from a list of job titles. It is therefore important that you use the space provided to detail your experience, knowledge and skills. Neither is it enough for you just to state that you meet the requirements; we would like you to demonstrate this to the panel. Work, paid or voluntary, is not the only means of showing that you meet the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.
6. If you are short listed for interview, the Selection Panel will wish to discuss the areas covered in the Person Specification in more detail.
7. If you are related to any members of staff, management committee member, consultants, contractors or suppliers to the Association – this should be clearly shown on the relevant part of the form. This will not necessarily be detrimental to your application.
8. All personal details will be removed, and applications are anonymised for the shortlisting process.
9. The equal opportunities monitoring information is kept separately and does not form part of the selection process.
10. All candidates invited to interview will be required to complete a criminal conviction declaration under the Rehabilitation of Offenders Act 1974. Positions are subject to the declaration being completed.

# Privacy Information Notice for Job Applicants

This 'privacy notice' explains what personal information New Gorbals Housing Association collects and holds about you in your application. This is to manage the recruitment process, to assess your suitability for employment and, for successful applicants, to enter into a contract of employment.

The information you give us will not be shared with any other organisation, except where they are party to the recruitment process, for example, to obtain references, or to check your right to work in the UK.

New Gorbals Housing Association is a Scottish Charity (Scottish Charity Number SCO41164), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 2309r(s), and a Registered Office at 200 Crown Street, Glasgow G5 9AY. The Association takes the issue of security and data protection very seriously and strictly adheres to guidelines published in the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z5177185 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Amanda Irwin. Any questions relating to this notice and our privacy practices should be sent to the Data Protection Officer.

'Personal information' refers to any piece of information that can identify you, i.e. would make it clear to others that the information is about you. It can be a single piece of information, such as your name or address.

If you are successful in your application, the information you provide will form the basis of your employee record and you will also be provided with the Association's Staff Privacy Notice.

We collect and use your personal information for a number of purposes. This includes contacting you about an interview or to provide any assistance required in support of your application for employment.

The table describes the information we hold and what we need it for. It also explains the basis we can legally rely on to request and retain information about you. In the main, the legal basis will be described as 'to meet our legitimate interests in processing your application for employment' or 'to enter into a contract of employment with you if your application is successful'.

We may get information from you or from organisations such as: HM Revenue and Customs, UK Visas and Immigration or Disclosure Scotland.

**We will keep your personal data for no longer than is necessary.** More detail on how long we keep different types of information can be found in the Association's document retention schedule. You can request a copy of this from our office.

We will only share your data with third parties if we are required to do so by law, if you ask us to do so, or if we are contractually obliged to do so. These third parties are listed on page 7. We do not use profiling or automated decision-making processes. This means that people are involved in every decision made about you.

| Information NGHHA holds  | What we need it for  | Why we process it i.e. the legal basis   |
|--|--|--|
| Your title, name, address, personal email address, telephone number(s).  | <p>To send you information about us.</p> <p>To enable us to enter into and administer your application for employment.</p> | To meet our legitimate interests in processing your application for employment.  |
| <p>References received from a third party.</p> <p>The Association assumes that you have checked with individuals that you may share their contact details.</p> | To support the Association in making appointment or promotion decisions about you.   | To enter into a contract of employment with you if your application is successful.   |
| Your signature.  | To declare that the information given in support of your application is true and complete.                                 | <p>To meet our legitimate interests in processing your application for employment.</p> <p>To enter into a contract of employment with you if your application is successful.</p> |



| Information NGHAs hold   | What we need it for  | Why we process it i.e. the legal basis   |
|--|--|--|
| Details of your qualifications, training and skills.   | To keep supporting evidence for your application for employment. | <p>To meet our legitimate interests in processing your application for employment.</p> <p>To enter into a contract of employment with you if your application is successful.</p> |
| Details of your employment history, including name and address of current and previous employers, current and previous position(s) held, current salary, reason for leaving, main duties, start and end dates. | To keep a record of your employment history.                     | <p>To meet our legitimate interests in processing your application for employment.</p> <p>To enter into a contract of employment with you if your application is successful.</p> |
| Documentation confirming your right to work in the UK.   | To check you are legally entitled to work in the UK.             | To enter into a contract of employment with you if your application is successful.   |

| Information NGHA holds  | What we need it for  | Why we process it i.e. the legal basis   |
|---|--|--|
| <p>A copy of your Driving Licence or any other driving qualification required</p> <p>Applies only where driving at/for work and/or a specific license/qualification is necessary for your role.</p> | <p>To ensure you hold the licence(s) necessary to drive.</p> <p>To ensure your health and safety and the safety of others.</p> | <p>To enter into a contract of employment with you if your application is successful.</p>  |
| <p>Information on your gender*, disability status*, ethnic origin*, religion*, sexual orientation* and age.</p>   | <p>For equal opportunities monitoring.</p>   | <p>To comply with legal obligations (Specific condition: To enable the Association to carry out its obligations to monitor equal opportunities).</p> |

Data marked\* is classed as a “special category” of personal information. Data marked # might disclose a “special category”. The Association must have both a legal basis and a specific condition to process “special category” personal information.

New Gorbals Housing Association may share your data with the following third parties:

- HM Revenue and Customs
- UK Visas and Immigration
- Grant providers and other prospective and actual funders
- Health and Safety Executive
- Police and other law enforcement agencies
- Insurance providers
- Professional or statutory regulatory bodies
- Training providers
- Any joint employers or employers you are seconded/transferred to
- Auditors
- Organisations with whom we participate in benchmarking surveys (published information will always be aggregated and anonymised)
- External organisations or individuals providing references
- External referees where you have applied for promotion and the promotion process requires external references
- Third party suppliers of systems or products
- Individuals who exercise their legal right to access recorded information held by the Association under information legislation, particularly the Freedom of Information (Scotland) Act 2002 and data protection law (General Data Protection Regulation(GDPR) and Data Protection Act 2018). The Association will normally only disclose work-related or professional information about its members of staff and will inform or consult any members of staff concerned where disclosure would not reasonably be expected.

# Contact

**New Gorbals Housing Association**

**200 Crown Street  
Gorbals  
Glasgow  
G5 9AY**

**Call 0141 429 3900**

**Email [admin@newgorbalsha.org.uk](mailto:admin@newgorbalsha.org.uk)**

**Visit [www.newgorbalsha.org.uk](http://www.newgorbalsha.org.uk)**

New Gorbals Housing Association is a charity registered in Scotland - SCO41164.  
Register of Friendly Societies No.2309 RS Scottish Housing Regulator No. HAL 211

**Updated April 2022**