New Gorbals Housing Association is a dynamic community-controlled organisation. We own and manage 2,738 homes for rent and factor 1,868 owners’ homes. We are committed to the sustained physical, social, and economic regeneration of Gorbals.

New Gorbals HA offers excellent terms and conditions including: 40 days leave (including public holidays) per year; flexible working; SHAPS pension scheme and opportunities for personal and professional development.

We are looking to fill the following post (35 hours per week)

**Corporate Services Assistant**

**EVH Grade 6 (£34,745 to £37,984)**

The Corporate Services Assistant will be a highly proficient administer 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.

If you feel that you are the right candidate, then we would be delighted to hear from you. For more information on the role and how to apply, please download our Recruitment Pack and Application Form.

Closing date is 12.00 noon on Monday 11th August 2025 with interviews held on Wednesday 27th & Thursday 28th August 2025.

For further information please visit our website or contact Amanda Irwin,

Finance Manager on 0141 429 3900 for a confidential chat.

Employers in Voluntary Housing (EVH) conditions of service and entitlement apply to these posts.

*New Gorbals Housing Association aims to be an equal opportunities employer. We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief, or race.*

New Gorbals HA is a charity registered in Scotland - SC041164