

## **Housing Management Worker – Job Ref HM113225**

22.5 hours per week

£20,592 (pro-rated)

Fife Women's Aid are looking for a Housing Management Worker to join our team looking after refuge accommodation and ensuring it is maintained to a high standard. Candidates should be willing to work as part of a team and be flexible in their approach.

Please join us for an online session to find out more about FWA housing management services. This will be at **6.30pm on Wednesday 20<sup>th</sup> March**. Please confirm your attendance to [info@fifewomensaid.org.uk](mailto:info@fifewomensaid.org.uk) and we will send you details of the zoom meeting. We hope to see you there.

Fife Women's Aid is a feminist organisation and strives to be a supportive and empowering employer offering competitive terms and conditions.

Membership of Protection of Vulnerable Groups (PVG) Scheme is a requirement for this post.

If you would like further information about the post, please contact Sheila Chappell, Business Senior on 07714 609389.

For further information about the role including the job description, person specification and to make an application, please visit [www.fifewomensaid.org.uk/about-fwa/vacancies/](http://www.fifewomensaid.org.uk/about-fwa/vacancies/).

Applicants must meet the person specification to be shortlisted.

Closing date: **4.30pm on Friday 29<sup>th</sup> March 2024**

Interviews will be held: **Friday 19<sup>th</sup> April 2024**

**Only women are eligible to apply for this post due to Genuine Occupational Requirement (Schedule 9; Equality Act 2010). Fife Women's Aid welcomes applications from women from all sectors of the community**

For further information about the role and to make an application, please visit [www.fifewomensaid.org.uk/about-fwa/vacancies/](http://www.fifewomensaid.org.uk/about-fwa/vacancies/).

**Job Ref HM113225**

Dear Applicant,

Thank you for your interest in the post of: **Housing Management Worker**

This document provides information on the Job Description for the above role. Please mark clearly on the application form available on our website which post you are applying for.

Please ensure that you read the information in this document fully before completing your application.

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from documents relating to the successful applicant.

If you would rather, we did not store your details please inform us. Our Privacy Statement is available on our website <http://www.fifewomensaid.org.uk/privacynotice/>

**Closing date: 4.30pm on Friday 29<sup>th</sup> March 2024**

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We thank you for your interest in our work with women, children and young people who have experienced domestic abuse.

Yours sincerely

*Kate McCormack*

Kate McCormack  
CEO

## Fife Women's Aid Job Profile

<b>Job Title:</b>	Housing Management Worker
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Fife Women's Aid (FWA) is a registered Scottish charity and a company limited by guarantee with over 30 years' experience of providing services to women, children and young people who have experienced domestic abuse.

### Job Purpose

The purpose of this post is to provide domestic set up, cleaning and basic repair services for all Fife Women's Aid properties. This post contributes as a team member to meeting the aims and objectives of Fife Women's Aid and involves contact with women and children who have experienced domestic abuse.

### Reporting to

Business/Team Senior.

### Key Activities

- To work as part of the Housing Management team, with minimum supervision, to maintain high standards in all FWA premises.
- Carry out deep cleaning and preparation of vacated accommodation to achieve the turnover and reset of refuge properties within target times and to agreed standards.
- Maintain standards in all FWA offices and undertake cleaning tasks in FWA offices when required.
- Co-ordinate the setting up of new properties including furnishings, equipment and utilities.
- Assist FWA support workers to help families admitted to refuge accommodation. Complete property inductions with service users and assist service users leaving to move into their own tenancies or other accommodation.
- Communicate in a compassionate way during interactions with women, children and young people in refuge accommodation while maintaining appropriate boundaries for the role.
- Assist with the co-ordination of packing and removal support for families moving out of refuge. With at least one other worker pack all belongings left by service users in refuge and label accurately.
- Monitor keys, lock changes, access and security of FWA refuge accommodation and offices.
- Provide basic DIY, decorating and maintenance for both refuge accommodation and offices.

- Be responsible for collecting, receipting and lodging all monies with the business support team in a timely way.
- Liaise with external contractors to allow access for repairs, maintenance, servicing and health and safety inspection of equipment in all FWA properties.
- Take responsibility for stock control of cleaning materials, equipment, linen and stores.
- Maintain accurate and up to date records on FWA database (Oasis) and ensure timely relevant communication with other teams.
- Take responsibility for own administrative tasks including photocopying and use of IT equipment.
- Comply with relevant health and safety legislation and good practice as set out in Fife Women's Aid Health & Safety policies and procedures.
- Perform other duties as reasonably required by the management team and show commitment to ongoing personal development including relevant training.