Neighbourhood Housing Officer/Neighbourhood Housing Officer Trainee

Full time – 35 Hours per week

Salary Ranging from £17,290 to £27,000 depending on experience.

Pension Scheme

We are a small, independently run housing association operating exclusively on the Isle of Wight and are currently looking for a committed and enthusiastic person to join our team as a full time Neighbourhood Housing Officer/Neighbourhood Housing Officer Trainee.  If appointed as a trainee, the successful candidate will be supported to develop a rewarding career in housing and provided with in depth training as well as completing CIH Level 3 in Housing Practice over an 18-month period.  Once training has successfully been completed you will be responsible for undertaking tenancy, income recovery and estate management tasks.

To succeed in this role candidates must be self-motivated, highly organised and demonstrate a high level of empathy and customer service when addressing a variety of issues and working with a range of partners.

To be considered for this role candidates must have minimum of A-C GCSEs in Maths and English or equivalent and three A-Levels A-C or equivalent.  You must have excellent communication, a can-do approach, be able to think outside the box and a willingness to go the extra mile.  You will need to demonstrate initiative, resilience and flexibility as well as being committed to ensuring a high level of customer satisfaction.

You will be required to travel for this role and access to a car and a Full UK Driver’s License is essential. A DBS Check will be undertaken for successful candidates.

An application pack can be obtained by calling 01983 525 985 or by emailing us at [enquiries@vectishousing.co.uk](mailto:enquiries@vectishousing.co.uk).

The closing date for applications is ­­­Friday 25th March with interviews being held w/c ­­­4th April.