

Tenancy Sustainment Officer

Part-time: 17.5 hours per week

EVH Grade 7: PA22 to PA25 (£39,072 - £42,903) pro rata

Hybrid Working: Office based in Haddington, East Lothian

40 days Annual Leave: Inclusive of 15 public holidays (pro rata)

This is an exciting opportunity to be involved with an innovative and high performing organisation, keen to look at new and sustainable ways of supporting tenants with a wide range of tasks and activities, supporting them to overcome challenges and signposting them to access further appropriate support.

The ideal candidate must have a proven track record and understanding of intensive housing management and working with and delivering outstanding services to vulnerable people. The role will also require applying for and administering grants to support our tenants.

We are looking for a candidate with excellent written and verbal communication skills with a flexible person centred approach, able to adapt and prioritise their workload to meet changing support and service needs.

For an informal discussion with our **Housing Manager, Donna Dougal**, please call the office on [01620 829300](tel:01620829300).

For an application pack and full job description please view our current vacancies at

<https://www.homesforlife.co.uk/join-our-team/> or email hr@homesforlife.co.uk

Closing date: 5pm on the Monday 6th of May 2024

Interviews: Thursday 16th May 2024

Homes for Life Housing Partnership
Tolbooth Gate
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