

Housing Administrator

We have a need for an Housing Administrator. This position is full-time (35 hours per week)

Based – Kings Court Bristol

Salary - £23,710

We have a position immediately available to continue the great work of the Ara Housing service and support our clients in Bristol's Homelessness Pathway 4 (substance use recovery) and Housing First.

The estates responsibilities will include working to ensure the best possible environments for our housing clients, with specific accountability for robust health and safety practices within Ara housing, and always operating in a trauma informed manner consistent with the provision of Psychologically Informed Environments (PIE). The focus will be on ensuring Ara clients receive the highest quality services that meet their individual needs, managing risk and focusing on building recovery capital and positive outcomes.

Some of the key tasks for this role include:

- Attend Ara houses around Bristol to undertake weekly house checks
- Raising and following up with repairs and keeping track of progress
- Work with the Ara Estates team to develop and maintain cyclical improvements within Ara housing including reducing our carbon footprint
- Manage effective communications with residents and Housing Support Workers around repairs. Occasionally facilitating access to properties for repairs/ checks.
- Contribute to ensuring void rooms are Ready To Let within agreed timescales
- Ensure regular stock takes of estates goods and reordering eg for household goods, substance tests, etc
- Undertake regular health and safety checks in Ara's estate, including testing of fire alarms etc
- PAT testing, COSSH requirements, other health and safety tasks
- Undertake administration tasks as required to maintain estates records and any other reporting required
- Develop own knowledge and practice by undertaking training, supervision and team meetings

To apply, please email recruitment@recovery4all.co.uk with a CV and covering letter, or call us on 0330 1340 286. For more information about Ara, please visit www.recovery4all.co.uk

Closing date for applications – 9am 18th October. A short telephone interview will be held before a face to face interview. These will be held as and when suitable applicants apply