

**NEW OPPORTUNITIES WITH WEST HERTS HOMES**

Based in Hemel Hempstead, West Herts Homes has been recognised as one of England’s top housing association landlords, with a reputation for providing excellent customer focused services.

To help us with our ambition to grow and to meet our commitment to achieving continuous improvement we are now recruiting to the following key positions.

**Housing Services Manager**

**Full time, permanent, 35 hours per week**

**Salary - £45,000 p.a., plus non-contributory pension**

Reporting directly to the Chief Executive, this is a new, leadership team level position. The Housing Services Manager’s duties will include presenting reports to our Board, ensuring our office systems, housing management, policies, and compliance with health and safety requirements are up to date and in line with best practice. If you would thrive on managing a wide ranging brief, and you want to be part of a friendly but ambitious team we would like to hear from you.

This role is office based, but we are committed to flexible working.

**The closing date for this post is Tuesday, 20 April 2021.**

**Housing Officer ( graduate trainee )**

**Full time, 35 hours per week.**

**Salary - £19,000 p.a**

We wish to recruit a graduate with a 2:2 degree, or higher, in any discipline, to join us as a trainee Housing Officer. The role will include housing management duties, and also provide the postholder with experience in office administration and housing finance. After completion of a successful probationary period, we will sponsor the Housing Officer to study to become a full member of the Chartered Institute of Housing. This is an exciting opportunity for someone who wishes to pursue a career in housing.

This post qualifies for inclusion in the company’s non-contributory pension scheme, and free parking is available at our offices. This role is office based, with occasional travel across west and south Hertfordshire.

**The closing date for this post is Thursday, 22 April 2021.**

On successful completion of a probationary period both these posts qualify for inclusion in the company’s non-contributory pension scheme. Free parking is available at our offices.

Further details for both positions and application packs are available from Liz Kelvin at lizkelvin@whh.org.uk

**Interviews for both these positions will be held will be held in May 2021.**