* Assistant Housing Services Officer
* Paisley
* £34,745 - £37,984
* 35 Hours per week
* EVH Grade 6
* Permanent
* 16 June 2025, 12:00

Due to colleague promotion, we have a permanent vacancy as Assistant Housing Officer become available.

**The Company**

Based in the Ferguslie Park area of Paisley, Ferguslie Park Housing Association has been established in the community for over 30 years. We have over 800 tenants and we offer a rewarding work environment and as a valued employee you will have the opportunity to make a real difference to both our local community and to people’s lives.

**The Role**

It is our objective to deliver first-class customer services to our tenants whilst providing high quality homes, communities and sustainable tenancies. As an Assistant Housing Officer, you will play a pivotal role in helping us achieve our vision.

In this role you’ll need to demonstrate confidence in communicating with our customers and with other departments within the Association. You will require an understanding of the role of the housing services team.

You will be working within the Housing Service Team delivering a range of housing services with a particular focus on arrears management and estate management.

We strive to provide an excellent level of service to all customers & you can demonstrate the ability to work well within a small team.

We recently moved to a new Housing Management system, and you will possess a good understanding of IT including Microsoft packages although training on the new housing management system will be provided.

**On Offer**

This role has a competitive salary banding of £34,745 - £37,984 (EVH Grade 6, PA17 – PA20). In addition, you will receive an excellent benefits package, which includes 25 days annual leave, 15 days public holiday and access to a contributory pension scheme.

**How to Apply**

For more information on the role and how to apply, you can download the Recruitment Pack and Application Form from our [website](https://fpha.org.uk/recruitment-/).

Please note: CVs will not be accepted - completed application forms only.

**Closing Date: 12 noon on Monday 16th June 2025.**

Following this, shortlisted candidates will be contacted and invited to attend a face-to-face interview. Interviews are anticipated to take place Tuesday 24th June and Wednesday 25th June, however we are flexible within reason to the candidate’s availability.

All applications are very much welcome to us at Ferguslie Park HA. We are an inclusive employer and offer equal opportunities regardless of an individual’s age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, and sexual orientation.

Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview. If you have any queries about this role, or if you need any adjustments to support with your application, just let us know by emailing in advance.