



Whiteley Village
A century of caring for the elderly

July 2017

HOUSING & SUPPORT SERVICES CO-ORDINATOR
Salary £22,000-£25,000 per annum
Full-time - 37.5 Hours per week

THE WHITELEY HOMES TRUST

Registered Charity 1103056
"A Caring Community"

To complement our Housing & Support Team we are looking for a new Housing & Support Services Co-ordinator.

You will be providing a customer focussed experience to licensees across the Village as well as advising prospective Villagers in their application, preparing reports for Trustees and applying our admissions policy. You will not be alone in doing this. You will work alongside a very experience Housing & Benefits Officer as well as line managing a team of Support Workers that will assist you in providing an enhanced housing management function to Villagers both present and future.

You will need to have a demonstrable track record of delivering customer focussed services in a similar setting, preferably with older people, along with demonstrating the skills needed to co-ordinate the work of others. We expect the successful candidate to work toward a housing qualification (L3) if you do not possess one already. You will also need to be solution focussed, proactive and sensitive to the needs of older people.

If you think this role is exciting and you have the necessary attributes then please get in touch with Sue on 01932 825804 or Fiona on 01932 264546 for further details including Job Description or email job.enquiries@whiteleyvillage.org.uk

Closing Date: 6th August 2017

Interview Date: 15th August 2017