

## **Cork Simon Community: Housing Officer (Permanent)** **(<https://www.activelink.ie/node/110710>)**



### **Housing Officer** **Permanent Contract**

#### **Join Cork Simon Community and Make a Difference**

Cork Simon Community stands in solidarity with men and women experiencing homelessness in Cork, providing essential housing and support services as they work toward independent living. Guided by our commitment to social justice, we are dedicated to building a society free from homelessness. Our work is founded on six core values: **Community, Diversity, Social Justice, Voluntarism, Commitment to Care, and Inclusion**. These values shape our compassionate approach to supporting both our residents and our staff.

#### **Why You'll Love Working Here**

At Cork Simon Community, we highly value our employees and provide a comprehensive benefits package, including:

- **Flexible Working Hours:** While the Housing Officer role is full-time (39 hours per week), we offer flexibility around part-time working options.
- **Supportive Environment:** Work in a collaborative team dedicated to making a real difference.
- **Career Development:** Extensive training and opportunities to grow within the organization.
- **Well-being Programme:** We prioritize your mental and physical well-being.
- **Competitive Salary:** For permanent roles, the salary is assessed based on experience. Candidates with relevant experience and qualifications may start at a higher point on the salary scale.

#### **Your Role as a Housing Officer**

Cork Simon Community is currently seeking applications for the role of **Housing Officer**. We are looking for confident, patient, and flexible individuals with experience in property and tenancy management. In this role, you will work within the Property and Tenancy Management Team to support people leaving homelessness and entering new tenancies. You will play a vital role in managing housing solutions, ensuring a smooth transition for tenants into independent living, and maintaining high standards of property management.

This is a rewarding role that offers a great opportunity for personal and professional growth, with the full support of your line manager and team.

#### **Some Key Responsibilities:**

- **Tenancy Management:** Oversee the "move in" and "move out" processes for tenants, ensuring Tenancy Agreements are managed smoothly.
- **Property Management:** Prepare properties for new tenants, conduct regular inspections, and manage health & safety compliance.
- **Rent Collection:** Monitor and collect rent payments, and manage any tenant debts.
- **Collaboration:** Work with colleagues to plan tenant transitions and support housing stability.

- **Reporting:** Prepare regular reports on void properties, rent collection, and other tenancy matters.
  - **Support Tenants:** Encourage tenants to maintain their tenancies and address any breaches effectively.
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## Ideal Candidate Profile:

- **Experience:** At least one year of experience in property management and tenancy agreements.
  - **Driving Licence:** Full, clean driving licence and access to your own car, as the role requires travel across the Cork and Kerry regions.
  - **Communication Skills:** Strong verbal and written communication skills.
  - **Problem Solving:** Confident in addressing tenancy issues with a solution-focused approach.
  - **Teamwork:** Ability to work collaboratively with colleagues to achieve housing goals.
  - **IT Proficiency:** Comfortable using IT systems to manage records and reporting.
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## How to Apply

If you're ready to make a meaningful impact on the lives of people leaving homelessness and entering stable housing, we'd love to hear from you. You can access the Recruitment Pack and Application Form via our website at [www.corksion.com/work-with-us](http://www.corksion.com/work-with-us) (<http://www.corksion.com/work-with-us>), or request it from Alen by email at [recruit@corksion.com](mailto:recruit@corksion.com) (<mailto:recruit@corksion.com>) or phone at **085 874 3435** (<tel:0858743435>).

For informal discussions about the role, please contact **Adrian Hyde** on **087 9573 233** (<tel:0879573233>).

**Application Deadline:** Sunday, 22nd September 2024 at midnight

**Cork Simon Community is committed to equality of opportunity.**

### Region

Cork

### Date Entered/Updated

5th Sep, 2024

### Expiry Date

22nd Sep, 2024

Attachment	Size
<a href="#">Housing Officer Recruitment Pack.pdf</a>	352.75 KB
<a href="#">Housing Officer Application Form.pdf</a>	1.97 MB

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**Source URL:** <https://www.activelink.ie/vacancies/community/110710-cork-simon-community-housing-officer-permanent>