



# Homes For Good (Scotland) CIC

<b>Salary:</b>	£21k - 23k dependent on experience + pension & 30 days holiday per year
<b>Status:</b>	Full time (37.5 hours / 3days), permanent, subject to 3 month probationary period
<b>Reporting to:</b>	Head of Assets & Property Care
<b>Location:</b>	Homes for Good, Bridgeton, G40 with some home working. Travel within Greater Glasgow & West of Scotland.

## Asset Management Co-ordinator

As Asset Management Co-ordinator, you will be responsible for the day - to-day administration of the acquisition and asset management programme within the Homes for Good business group. You will work alongside and support other colleagues within the Assets Management Team to successfully deliver a programme of property purchase, refurb, communal repair and general asset management. The role is fast paced, no two days are the same and it requires a responsive, highly professional approach when working with a variety of stakeholders including owners, factors, HFG tenants and other property industry professionals. Currently HFG owns around 270 properties which are managed by the Assets and Acquisition Team, led by the Director of Assets and Governance. We plan to increase this by around 50 properties per year, leading to 500 in HFG ownership by 2025.

This role presents an excellent opportunity to join an ethical & forward-thinking company with plans for growth, and the associated career opportunities which come with this. In-house and external training opportunities will be provided.

## Application Process

Please submit your most recent CV, with contact details for two referees, and a covering letter outlining why you think you are the right person for the job to [joinus@homesforgood.org.uk](mailto:joinus@homesforgood.org.uk)

Thank you for your interest in joining the Homes for Good team.

## Skills & Experience Required

- Educated to HNC or equivalent in business, administration, property industry or other relevant qualification
- Minimum 2 years hands on experience in related employment area
- Demonstrable excellent customer care skills and positive attitude
- Experience of basic financial processing, including managing budgets and working with Excel
- Competency in project and property management software, competency with XERO / SAGE and extensive experience in all Microsoft Office Programmes
- Ability to work alone in a self- directed way, as well as work alongside colleagues as part of a team as directed
- Willingness and ability to respond to fast changing situations and work under time pressure when required
- Ability to complete tasks to a high degree of accuracy within agreed timescales
- Excellent presentation and communication skills with tenants, landlords, colleagues and other contractors and property industry professionals

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## Our Values

Home is the foundation of all of our lives, and we recognise the importance of a safe and secure home, and our responsibilities for the properties we manage. Our values underpin everything we do, and our day to day behaviours, as a team and as individuals, reflect these. They are:

- Kindness:** We always treat people well & without judgement.
- Friendly:** We are approachable, and easily accessible to our customers.
- Integrity & Fairness:** We always strive to do the right thing.
- Quality:** Our services are of a high quality which we maintain consistently.
- Expertise:** We have excellent expertise in property management.

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## About Us

**Homes for Good is Scotland's first social enterprise letting agency, now forming part of a dynamic social business group. Established in 2013, with offices in Bridgeton, we manage and own over 500 properties within the Greater Glasgow area.**

Our focus is on leading by example in the private rented sector, creating safe happy homes for tenants and sound investments for landlords. Working across Glasgow and beyond, our relationships and customer care standards with tenants and landlords alike set us apart from the rest of the industry. We specialise in working with tenants in social housing need, and our additional services such as energy efficiency advice, financial health, interior design and employability make Homes for Good unique within the private rented sector. We work with third sector partners to maximise our charity and social enterprise supply chain, ensuring that our profits are reinvested in changing people's lives.

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## Key Responsibilities

### General Asset Management Programme

- Arrange desktops and onsite valuations with surveyors
- Chase up valuation reports and process invoicing
- Update assets register/ portfolio overview/ provide to Finance Director
- Attend and minute monthly asset management update meetings

### Acquisition Programme

- Arrange viewings / Home Reports with estate agents
- Undertake ownership due diligence within buildings
- Organise and implement direct to owner mailshot campaign
- Organise utilities / council tax changeover pre- purchase

### Renovation Programme

- Procurement process - arrange quotes from contractors
- Collate contractor paperwork - contracts, risk assessments, insurance
- Order materials as required
- Liaison with inhouse design team on refurb materials and furnishings
- Updating refurb expenditure on xero and budget / timescales reporting

### Communal Management

- Identify owners within blocks & maintain complete contact records
- Liaison with factors as required
- Obtain quotes for repairs in unfactored buildings
- Communication with owners re repairs / other issues as needed
- Liaison with HFG / other tenants as required for planned works

### Void Management / Internal Property Condition

- Administration / budget updating on works
- Liaison with interior design finishing team re materials / furnishings
- Procurement process - arranging quotes from contractors

### Insurance

- Notify insurance company of additions / removals to policy
- Notification of claims, completion of associated paperwork
- Arrange contractor access for quotes
- Chase up claims progress
- Issue loss of rent and other invoices for reimbursement
- Undertake insurance cover audit annually