



Homes For Good (Scotland) CIC

Salary: £23,100 to £26,250 dependent on experience + pension & 30 days holiday per year

Status: Full time, permanent, subject to 3 month probationary period

Reporting to: Head of Assets, Acquisitions and Maintenance

Location: Homes for Good, Bridgeton, G40 with some home working. Travel within Greater Glasgow & West of Scotland.

Renovations Co-ordinator

We are looking for a Renovations Co-ordinator to help deliver responsive repairs, renovation projects and to develop our in house repairs team . You will be part of the Property Care Team responsible for delivering maintenance and repairs services for our portfolio of 500+ homes. The successful applicant will manage the repairs team and deal with our network of contractors. They will also work closely with our Assets team in order to facilitate renovations and refurbishments of our void properties.

You should have previous experience within a trade background (i.e., plumbing, multi skilled, carpentry etc), ideally within a social housing environment, coupled with the ability to establish and maintain effective customer relationships. You should be well organised, with good Health, Safety and Environmental knowledge, as well as excellent verbal and written communication skills with the aptitude to communicate at all levels and be IT literate.

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 no later than 9th August 2022

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

Skills & Experience Required

- Repair and maintenance skills essential
- Experience of carrying out a variety of repair and maintenance work
- Experience in using construction/power tools
- Full UK Driving License and be willing to drive a van
- Previous experience of housing and property sector is desirable
- Highly knowledgeable regarding property maintenance and improvement
- Proficient in Microsoft packages. Experience working with SME Professional or Workflow Max is desirable
- Excellent communication skills
- Comfortable with manual handling

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:

How you feel is important to us.

We know that moving to a new home, or letting a property can be both exciting and stressful. We will always be a warm, friendly voice, providing straightforward help and advice. We are here to support you at every stage of your journey with us. We really want to help and we will want to make sure you always feel heard, respected and taken care of.

We offer real quality and our standards are high.

The quality of the homes we manage and how they really matter. We want the level of service we offer and our attention to detail to be the best it can be. We are not perfect, but we try very hard! We aim high to inspire others to do the same too, and we never stop challenging ourselves to be better.

We know our stuff

We invest time and money in our training and professional development, keeping up to speed with current legislation, market trends and general business practice. We value and develop our community and industry networks to make sure we know what's going on and benchmark ourselves against others in the social enterprise and property worlds. We are always learning, and you can rely on us to apply that knowledge in our work with you.

We always do the right thing.

Everyone has different needs and opinions. We treat everyone fairly and we will work hard to find the right solution in any situation. And if we make a mistake, we will own it, put it right, no question, and learn from it.

We don't give up at the first hurdle.

When there is a problem, we will put time and effort into solving it. We will always go as far as we can to help you on a practical level, and we always have our thinking caps on about how we can make things better.

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.

Key Responsibilities

- Monitor and communicate work orders to the team to ensure delivery
- Work closely with supply chain and contractors to ensure project delivery
- Obtain financial approval on project expenditure
- Supervise and report any variance to project expenditure
- Undertake site inspections and site meetings
- Support the engagement of our interior design team
- Work closely with our Assets team to ensure targets are met
- Carry out repairs and maintenance work as well as renovation work
- Be responsible for maintaining company van and tools
- Comply with all aspects of Health & safety regulations
- Customer service and communication
- Working to specified time frames for project completion
- All works completed to a high-quality finish