

## ABOUT THE ROLE

<b>Job Title</b>	COMMUNITY ASSISTANT	<b>Location</b>	Various / Work from Home
<b>Organisation</b>	Loreburn Housing Association	<b>Weekly Hours</b>	30 (flexible)
<b>Pay</b>	Scottish Living Wage	<b>Duration</b>	26 weeks*
<b>CLOSING DATE</b>	9 <sup>th</sup> February 2022		

## DESCRIPTION

You will assist Neighbourhood Officers to provide a housing management service gaining experience in a range of services including

- Estate and neighbourhood management
- Lettings and void management
- Customer engagement

Working closely with your team mates to provide administrative support, dealing with enquiries by telephone, email, letter and in person. We will support you to become the first point of contact tenants and residents.

There will be a blend of on the job and formal training.

## WHAT SKILLS ARE NEEDED

The purpose of this placement opportunity is to support you to develop your skills, confidence and qualifications to return to work. There are some requirements that are specific to this role / employer:

- A good basic level of English – verbal and written
- Must undertake a disclosure (PVG) check
- Must be compassionate and empathetic to needs of vulnerable people.
- Good understanding of customer service essential.

## FOR FURTHER INFORMATION

<b>Contact:</b>	Kirsty Robertson	<b>Email:</b>	KirstyR@loreburn.org.uk
<b>Telephone:</b>	01387 321 300	<b>Website:</b>	<a href="http://www.loreburn.org.uk">www.loreburn.org.uk</a>

## ELIGIBILITY

This work placement has been funded by Scottish Government through the No One Left Behind employability programme. Applicants **must be aged 25+** and will have been **unemployed for a period of 12 months** or more. Your Work Coach will be able to offer further advice on eligibility.

**TO APPLY** You can download an application from [HERE](#). Applications should be sent to [DGemployability@dumgal.gov.uk](mailto:DGemployability@dumgal.gov.uk)

## ABOUT THE ROLE

<b>Job Title</b>	LABOURER	<b>Location</b>	DUMFRIES / Various
<b>Organisation</b>	Loreburn Housing Association	<b>Weekly Hours</b>	30 (flexible)
<b>Pay</b>	SCOTTISH LIVING WAGE	<b>Duration</b>	6 Months*
<b>CLOSING DATE</b>	1 <sup>ST</sup> February 2022		

## DESCRIPTION

Working in the Inhouse Repairs Team with a key role to play in delivering a friendly, helpful and professional service to customers by carrying out general masonry and building maintenance.

You will be assisting our trade operatives and tasks may include **assisting** with:

- building/plasterwork, roughcasting, fencing and other trades
- house clearances
- voids - including washing out properties

You will be paired with an experienced labourer and training will be provided.

## WHAT SKILLS ARE NEEDED

The purpose of this placement opportunity is to support you to develop your skills, confidence and qualifications to return to work. There are some requirements that are specific to this role / employer:

- A good basic level of English – verbal and written
- Must undertake a disclosure (PVG) check
- Must be compassionate and empathetic to needs of vulnerable people.
- Good understanding of customer service essential
- A driving license is desirable but not essential.

## FOR FURTHER INFORMATION

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<b>Telephone:</b>	01387 321 300	<b>Website:</b>	<a href="http://www.loreburn.org.uk">www.loreburn.org.uk</a>

## ELIGIBILITY

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## ABOUT THE ROLE

<b>Job Title</b>	LATER LIVING ASSISTANT	<b>Location</b>	DUMFRIES
<b>Organisation</b>	Loreburn Housing Association	<b>Weekly Hours</b>	30 (flexible)
<b>Pay</b>	SCOTTISH LIVING WAGE	<b>Duration</b>	26 weeks*

**CLOSING DATE** 1<sup>ST</sup> February 2022

## DESCRIPTION

Assisting the Later Living Development Manager with the day-to-day management of the Later Living developments in respect of the following:

- Providing information and advice to customers, prospective customers, and others
- Welcoming new customers and assisting them to settle into their new homes.
- signpost customers to ensure they receive any additional advice or support services they may require
- Assisting customers with the reporting of repairs and maintenance matters
- Monitoring the progress of repairs to ensure satisfactory completion

## WHAT SKILLS ARE NEEDED

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- A good basic level of English – verbal and written
- Must undertake a disclosure (PVG) check
- Must be compassionate and empathetic to needs of vulnerable people.
- Good understanding of customer service essential.

## FOR FURTHER INFORMATION

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## ELIGIBILITY

This work placement has been funded by Scottish Government through the No One Left Behind employability programme. Applicants **must be aged 25+** and will have been **unemployed for a period of 12 months** or more. Your Work Coach will be able to offer further advice on eligibility.

## TO APPLY

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