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| **Female\* Housing Assistant**  We have a new and exciting opportunity available for a **Female Housing Assistant** to join our team based in **Bristol.** You will join us on a **full-time, permanent** basis working **37.5 hours,** you will receive a competitive salary of **£26,421** per annum **and benefits**.  We provide high and medium level supported housing to single homeless women with complex needs aged and 22 and over. This service has been commissioned by Bristol City Council.  **In return for joining us, we will offer you:**   * Up to 30 days annual leave (depending on length of service) * 3 extra holidays including International Women’s Day * Excellent development and training opportunities * Employer pension contribution (minimum 5% of your gross salary) * Mindful Employer Plus Scheme * Cycle to Work Scheme * Long Service Awards * Wellness Awards * Staff Recognition Awards   **About the role:**  As ourHousing Assistant, you will be working as part of a dedicated housing team, within our supported housing service at Missing Link. You will be responsible for the delivery of a high-quality, housing management service. You will also oversee the housing provided as part of our accommodation-based services;   * Providing accommodation and housing related support to women with complex needs living in our high and medium level shared supported accommodation   **Key duties and responsibilities of our Housing Assistant:**   * Ensuring we provide, safe, high standard homes for our service users through overseeing repairs and required health and safety checks, liaising with landlords and contractors * Empowering and informing women to meet the financial responsibilities of their tenancy or licence through the following of organisational rent and arrears procedures * Assuring our rooms are available for new service users when they most need it, by ensuring quick void turnarounds in line with internal deadlines * Working closely with our support service teams to help residents understand and comply with the obligations of their licence or tenancy   This is not an exhaustive list of your duties and outlines the general ways in which it is expected you will meet the overall requirements of this post.  **What we are looking for in our ideal Housing Assistant:**   * Experience working with people with mental health needs, or people with complex and multiple needs desirable (for example, homelessness, alcohol/drug dependency, long term conditions, domestic abuse and sexual violence) * Knowledge and awareness of Health and Safety essential. * The ability to maintain hope and optimism for the individual with high expectations for recovery * Manage documentation and time effectively, ensuring up to date and clear record keeping in line with policies and procedures * A current, full driving licence and access to an appropriate vehicle is essential as this role includes travel throughout Bristol   If you are passionate about ensuring vulnerable women have a safe, comfortable place to live, please apply now to join us as our Housing Assistant and contribute to the valuable work of Missing Link, delivering hope and support to women experiencing homelessness.  How to apply  Pleasedownload the application pack from our website and complete the application form. Please contact the HR Team with any queries and submit your application by **9am on 11th March 2024.** Please do not send CVs. Interviews will be held on **w/c 11th March 2024.**  [HR.Enquiries@missinglinkhousing.co.uk](mailto:hr.enquiries@missinglinkhousing.co.uk) [www.missinglinkhousing.co.uk](http://www.missinglinkhousing.co.uk) |

*Missing Link is committed to safeguarding and promoting the welfare of children, young people and adults at risk of abuse, and expects all staff and volunteers to share this commitment. Missing Link is committed to Equal Opportunities. \*Due to the specific requirements of this role, this post is exempt under the Equality Act (2010), Part 1, Schedule 9 (Genuine Occupational Requirement).*