



## **SCHEME MANAGER – FULL TIME (non-care)**

Contract – 35 hours per week 09.00 hrs – 17.00 hrs Monday - Friday  
Competitive Hourly Rate + Benefits

Norwich Housing Society is a unique Social Housing Provider with charitable status for the over 60's. We pride ourselves in providing a personal, responsive service to all our tenants who reside in our close-knit communities based in Norwich. All our properties are exceptionally maintained, and we are extremely proud of the reputation and service we provide to our tenants.

Norwich Housing Society are seeking a flexible person with excellent interpersonal skills to join their small established team, who likes helping people and wants to make a difference. The successful applicant must be willing to learn and have an enthusiastic, friendly personality.

Previous experience in a similar role is preferred but not essential.

The successful candidate will report directly to the Senior Scheme Manager and liaise closely with other Scheme Managers to deliver a high-quality tenant-focused service, keeping our independent residents safe and well in their own homes. This is a varied, tenant facing role where the candidate will be involved with, but not limited to, participating in the tenant approval process, welfare checks, oversee Scheme Health & Safety and be able to respond to unexpected incidents efficiently and with compassion.

Applicants will need to be excellent communicators and have the ability to work independently with the support of a small team.

A clean driving licence, use of own vehicle and good I.T. skills are essential, and a general understanding of Health & Safety and the welfare benefits system is also desirable.

Web site: [www.norwichhousingsociety.org](http://www.norwichhousingsociety.org)

Head Office: 13, Bracondale, Norwich, Norfolk NR1 2AL

*A full application pack can be obtained by emailing Michelle Lambert, Office Manager : [mlambert@norwichhousingsociety.co.uk](mailto:mlambert@norwichhousingsociety.co.uk) or telephone 01603 625078*

Closing Date for Applications: 14<sup>th</sup> August 2024