

## **Overview of Corporate Services Assistant Role**

### **Full time, permanent position**

Clydesdale Housing's Community Hub has gone through an exciting period of change and we are looking for an enthusiastic individual to help us drive forward our next chapter and ensure we meet the needs of our tenants and the local community.

The successful candidate will be tasked with supporting the delivery of our Community Hub and focusing on maximising its use by community groups and agencies. This is an exciting opportunity for someone committed to community engagement and wellbeing

Working alongside the Corporate Services Assistant and the Corporate Services Officer, the successful applicant will play a vital part in supporting the day-to-day organisation, supervision, security, safety and operational management of the office and the Community Hub. They will help deliver an exceptional service to our tenants and community in an enthusiastic and hardworking way.

The core skills are administration, including a good working knowledge of Microsoft Office packages. You must be an excellent communicator (written and verbal), which is key to interacting with our tenants, colleagues and other external agencies. Working effectively and efficiently, both within a team setting and on your own and demonstrating an ability to make informed decisions is crucial to this role.

All staff of the Association must understand and implement the core behaviours of Clydesdale Housing Association and understand and adhere to the Terms and Conditions of Employment and the Association's Code of Conduct. Adherence to Equality practices and relevant GDPR and FOI legislation will be expected

For detailed information on this role please read the Job Description and Person Specification within the supporting documents.