

Estate Officer

Grade

H

Contract Type

Permanent

Head of Service



Housing Manager



Estate Officer

Department

**Housing
Management**



Grove Village

Role Overview

To support with delivering a range of professional housing and estate management services to our customers.

RESPONSIBILITIES

- be responsible for managing the upkeep of communal and private areas of the Grove Village estate
- carry out a range of environmental duties:
 - litter picking
 - removing large unwanted goods from our customer’s homes
 - jet washing
 - general gardening in both communal and private gardens
- ideally you will have a full UK Driving Licence (there is access to a company vehicle), although not essential
- you will have experience in grounds and building maintenance
- you will have experience of using basic power tools and mechanical garden equipment
- Undertake additional duties appropriate to the role and/or grade.

Our values



Honest & Reliable

We are authentic, open and dependable; and we do what we say we'll do.



Caring

We show kindness and consideration to our customers and each other.



Respectful & Fair

We listen to people, and strive for equity and inclusivity in all that we do.

Through our **passion** for housing, more **people** have a **safe** place to call home

STRENGTHS

- ✓ Excellent Customer Service Skills
- ✓ Ability to work autonomously with minimal supervision

ESSENTIAL REQUIREMENTS

- ✓ GCSE Maths and English (or equivalent)
- ✓ a full UK Driving Licence

BENEFICIAL TO THE ROLE

- ✓ Experience of estate management
- ✓ Basic DIY skills

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