

# Properties Worker

**Closing date:** Monday 30 September, noon

**Organization:** Canopy Housing

**Location:** Leeds

**Hours:** Full time: 37.5 hours (flexible working requests considered)

**Salary:** £24,710.28 + pension (pro rata)

**Telephone:** 0113 294 6868

**E-mail:** info@canopyhousing.org

**Website:** www.canopyhousing.org

# Description

The European Social Fund (ESF) is supporting this post through its Energising East Leeds Community Led Local Development (CLLD) programme until March 2022.

Canopy is a self-help, community-housing organisation based in inner city Leeds. We renovate derelict properties to create decent homes for people who are homeless and work on community projects that improve the look and feel of the areas where we operate. We involve local people, volunteers, tenants and others in every aspect of our work.

The job will consist of supervising, training and working alongside volunteers to renovate derelict properties, helping us address homelessness and regenerate communities. You will also be expected to lead street- and neighbourhood-based projects too.

As part of the role, you will be working with private sector tenants and landlords too: advising tenants about their repairing rights and responsibilities; estimating costs with support from the Properties Manager; and negotiating fees with landlords/tenants.

We are looking for candidates who:

* Work well with others and enjoy a supportive team environment;
* Take pride in delivering excellent customer services;
* Are always looking for ways to do their job better; and
* Can demonstrate a commitment to Harehills and the values of Canopy Housing.

Applicants must have work experience in a building related trade, work experience in supervising and/or training vulnerable people and/or those with disabilities, a full UK/EU driving licence and enthusiasm for DIY and ability to undertake physical tasks including lifting and carrying. You must be comfortable working with computers, as clear record keeping is an important part of the role.

You will be based from our local office at 41 Bellbrooke Place, Harehills LS9 6AR most of the time but will also be expected to work from our head office in Burley.

To apply for the post, please go to [**http://www.canopyhousing.org/jobs**](http://www.canopyhousing.org/jobs) and download the relevant documents. Application packs are available in other formats on request. We are committed to equal opportunities in employment and service delivery and are only interested in your ability to do the job. The role requires a DBS disclosure.

If you would like an informal chat about the post and/or support submitting an application, please contact Jasmine McNiven on 0113 294 6868.

**canopy creates homes - canopy believes in people - canopy builds community**