**Canopy Housing**

**Properties Worker** **(Harehills Project)**

**Person Specification**

**Essential**

* Work experience in a building related trade, for example plastering, plumbing, decorating, joinery, tiling, maintenance, electrical installation, bricklaying etc
* Experience of supervising and/or training vulnerable people or those from disadvantaged groups
* Full UK/EU driving licence
* Enthusiasm for DIY and ability to undertake physical tasks including lifting and carrying
* Experience of working with culturally diverse communities
* Problem-solving skills
* Willingness to be flexible in the day to day work and to work outside office hours to meet the needs of the community (time off in lieu will be given)
* A non-judgemental attitude and a commitment to working with vulnerable people and those from disadvantaged groups
* A positive attitude towards mental health and a commitment to building on people’s strengths
* Ability to keep detailed records and produce clear and concise written reports on complex issues
* Ability and willingness to work as part of a team and to support colleagues in delivering a seamless customer service
* Ability to use computer software including Word, Excel and the internet.
* Excellent verbal and written communication skills
* Excellent time management and organisational skills
* A commitment to Equal Opportunities and a willingness to challenge discriminatory behaviour
* A commitment to Canopy’s self-help principles
* Satisfactory DBS check

**Desirable**

* Experience of teaching skills to people
* Experience of working in a community-led organisation
* Language skills appropriate to the Harehills/wider Leeds area (eg Roma, Slavic, South Asian)
* First Aid at Work qualification

August 2019

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