



# Job vacancy

## Allocations Manager Manchester Office

Would you like to work for an organisation that has been providing homes for people with a learning disability and autistic people for the last 25 years and is rated V2 G1 from the Regulator of Social Housing?

Do you have the drive to make a difference and work for an organisation which makes a real difference to the lives of people with a learning disability and autistic people?


Do you want to be a part of a team which offers exciting and challenging opportunities for you to develop thought provoking, innovative ideas?

If the answers are yes, then this could be the role for you.


**£54,185**

**Full Time - (35 Hours )  
Manchester Office  
with excellent benefits**

**Golden Lane  
Housing**

 0300 003 7007  
Golden Lane Housing  
Parkway Four  
ParkwayBusinessCentre  
Princess Road  
Manchester  
M14 7HR

We encourage interested applicants to submit their applications before the 10th October 2024. However please note we reserve the right to close earlier than the date advertised

Contact us at:  
 [people@glh.org.uk](mailto:people@glh.org.uk)

For more information please visit:  
 [www.glh.org.uk](http://www.glh.org.uk)



# Job advert



Golden Lane Housing

We believe in a world where everyone with a learning disability and autistic people have opportunities to access good quality housing that meets their needs, and we want to continue to make an immense impact on the lives of our tenants. Our impressive national portfolio currently provides homes to over 2,500 people and we have big plans to do more as part of our brilliant growth trajectory.

Our people are at the forefront of delivering our ambitious plans and you will play a key role in helping us achieve our objectives to make a positive difference to the lives of so many people.

We are focused on creating a workplace that's inclusive and diverse, we pride ourselves on being a caring, listening, honest organisation, where everyone can be their best and that's why we're a Mental Health Gold champion, a member of Includability and Disability Confident employer.

As an equal opportunities' employer, we strongly uphold the commitment to treating everyone with fairness and respect and therefore encourage suitably qualified applicants from a wide range of backgrounds to apply.

## About the role

This role is fully accountable for leading in the delivery of GLH's allocation management, and the management and monitoring of agreements with third parties and associated services to tenants. A key element of these responsibilities includes meeting performance targets and outcomes, quality assurance, compliance with GLH policies and procedures and regulatory and legal requirements. The role will manage a team, which provides advice and services to customers and support to operational teams and other service areas in GLH.

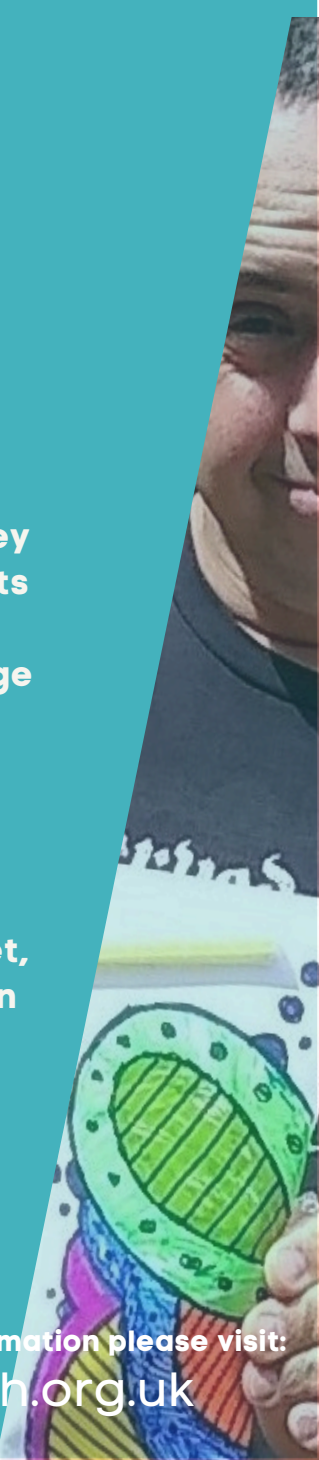
The role has responsibility for the accurate collation, recording and reporting of relevant data and performance information, reporting evidence of all activities to the Head of Housing. The ability to interpret, analyse, report upon, and set targets against management information and data is an essential part of the accountability of the role and will determine the objectives for the team to improve service and reduce costs.

**Golden Lane  
Housing**



For more information please visit:

[www.glh.org.uk](http://www.glh.org.uk)





# Job advert



Golden Lane Housing

To be considered for this role we expect that applicants will have the following;

- Member of Chartered Institute of Housing or working towards with min Level 3 Certificate in Housing
- Knowledge of the Landlord and Tenant Law and other relevant Housing law
- Experience of working in social housing sector
- Understanding of housing void and allocation management Knowledge of housing Regulation and Consumer Standards
- Experience of management and financial management processes
- Experience of contract management, and performance monitoring
- Experience and ability to lead, coach, developing, and motivate teams
- Strong financial management skills
- Analysis and sound decision-making skills
- Highly IT literate
- We expect leaders to have an interest in and desire to know more about learning disability and role model this to their teams

Please note that we are not able to offer visa sponsorship for this position. Only applicants who have the legal right to work in the United Kingdom without sponsorship will be considered.

To apply, please send a CV and covering letter outlining your experience, knowledge and skills relevant to the role, tell us a story about yourself and how you feel that you can meet the requirements of the role.



[people@glh.org.uk](mailto:people@glh.org.uk)

**Golden Lane  
Housing**

For more information please visit:



[www.glh.org.uk](http://www.glh.org.uk)

