

Financial Inclusion Officer (12 month fixed term contract) Salary up to £26,447 per annum

Eastlands Homes is a not for profit social housing provider formed in 2003 to take over and improve some of East Manchester's former council homes. Since then, we've taken over more former council homes in 2009 and now have about 8,000 properties in the East Manchester area.

We are looking for an enthusiastic housing professional to work in our high performing Financial Inclusion Team to provide a full service to customers seeking help and assistance on a wide range of money matters such as housing benefit issues, overpayment deductions, grant applications, pension advice, ESA and DLA reviews and household budgeting. You will also work with other agencies that provide education, training and employment support and refer customers to access services.

You will also assist in communicating to our staff and customers the forthcoming proposed changes to the welfare benefits system.

The successful candidate will have, or be working towards, a qualification in debt advice or welfare benefit advice (or equivalent), be computer literate, self motivated and become an effective part of our team, taking responsibility for your own workload.

You will need to have a full clean driving licence and access to a vehicle for work.

We believe the next twelve months will be very challenging. If you are up for this challenge, are highly motivated with excellent communication skills and are willing to work flexibly, including occasional evening and weekend work then we would love to hear from you.

This vacancy is subject to a CRB disclosure.

Closing date 12 noon on 09 March 2012

We politely request no agency contact and we do not accept CVs.

You can obtain an application pack from our website: www.eastlandshomes.co.uk, or by emailing jobs@eastlandshomes.co.uk or calling our 24 hour job line on 0161 274 2176.

Eastlands wishes to reflect the communities in which it works, at all levels within the organisation. Applications from under-represented groups including disabled people, people from black and ethnic minority groups, gay, lesbian, bi-sexual and transgender, would be particularly welcomed.

If you indicate you are disabled on your monitoring form, you are guaranteed an interview if you can demonstrate the essential criteria for the role.

Eastlands Homes Partnership Limited

Chief Executive: Sheila Doran

Registered in England

Registered office: Eastlands House, Victoria Street,

Openshaw, Manchester M11 2NX

Registered Charity No. 1105987

Company Limited by Guarantee No. 4618487

Tenant Services Authority Registration L4396

