

BACKGROUND

New Gorbals Housing Association (NGHA) is a dynamic community controlled Housing Association established in 1989 by a group of local residents.

Over the last decades, steered by our Management Committee, and working in partnership with a wide range of organisations, NGHA has transformed the Gorbals through the creative and innovative delivery of the best possible housing, environment and services. We now own and manage 2,600 homes for rent and factor over 1,600 owners' homes. Social Housing Grant is also committed for, at least, a further 400 homes for social rent.

Our Management Committee is the strategic and governing body at NGHA and is made up of people living in the Gorbals who have a strong vision of how they want the Association to operate. Their vision is reflected in our aims and values:

Our Key Aims

Central to all aspects of our work are our key aims:

- To provide the highest possible quality housing, environment and services to all of our customers.
- To maximise our contribution to the overall regeneration of the Gorbals, addressing wherever possible the needs of those in the community who are disadvantaged.

Our Strategic Objectives

Our core values are reflected in how we deliver our service. These are:

- Completing the physical regeneration of the Gorbals
- Keeping rents affordable, and supporting our tenants in dealing with welfare cuts and the high cost of energy
- Providing high quality, value for money services, and managing our assets effectively
- Strengthening our engagement and communication with tenants and the wider community
- Making Gorbals a Thriving Place
- Ensuring that we are a cost effective and well managed organisation, achieving high standards of governance and of financial probity and competence.

As the Association's housing stock has expanded, through the development of new build housing and large scale voluntary transfers, so has the number and range of staff employed.

NGHA now employs its own Welfare Rights, Communications, and Community Engagement staff who work alongside colleagues in our core service areas of Housing Management, Maintenance, Development, and Finance and Administration. There are now 60 office based staff, 11 estate based staff and over 40 tradespeople and operatives in our own repair, landscaping and gas servicing teams.

The Administration role will assist in reception and telephone cover when required, support our Management and Sub Committee's in preparing committee papers. You will also support the administration function on General Data Protection and Freedom of information as well as supporting the administration function of the whole organisation when required.

The organisational chart included in this package highlights the diversity of staff directly employed by the Association.

Please refer to the job description and person specification for more information on the experience and skills required to successfully fill the post of Administrator.

Finally, further information is available on the Association's website (newgorbalsha.org.uk) including our most recent Annual and Performance Reports and Business Plan.