# Hosting Proforma

Radius Housing Association

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Brendan Burdock

 Name

 Organisation/

Human Resources

 Department

Radius House

38-52 Lisburn Road

Belfast

BT9 6AA

 Address

N/a

07778 127945

 Telephone Fax number

 Number

brendan.burdock@radiushousing.org

 E-mail

Type of Opportunity

Secondment

**2. Details of hosting opportunity**

 Description of opportunity

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| **Job Title: Administrator - Assets**The Administrator - Assets will provide clerical and administrative support across the range of functions within the Directorate. This includes the efficient and effective maintenance of all routine and non-routine admin procedures regarding the key aspects of the Directorate’s work.Hours: 37 per week Location: Radius Offices, BelfastSalary: £20,043 (SP5) - £21,269 (SP8) per annum**The Association**Radius Housing provides quality and affordable social housing in over 80 towns and cities throughout Northern Ireland. We provide a range of services from sheltered housing for the over 55’s and general needs housing for families and single people, as well as specialist care and support facilities for the frail, elderly, people with dementia and learning disabilities and other complex needs. Our aim is to be an employer of choice and to recruit employees who will embrace our vision and values and fulfil our performance standards within their role. |

 Main objectives of the opportunity

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| In return we offer a range of benefits to employees including great on-job training, a contributory pension scheme, a health cash plan which can provide help with dental, optician and medical costs (including cover for dependent children in full time education up to 18 years of age), free employee health checks and a Cycle to Work scheme. Flexibility regarding working hours is also offered in some areas of the business. For further information on employee benefits go to the employee benefits section of our website. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Criteria** To be shortlisted candidates need to provide evidence of the following as a minimum:1. Good general level of education to include at least 5 GCSE’s or equivalent to include English and Maths (at a minimum of Grade C).

ORQCF Level II (previously NVQ) in Business Administration or equivalent relevant qualificationAND2 years’ relevant administration experience working in a business environment including operation of a bespoke computerised system.2. IT literate with demonstrable experience of Microsoft Office to include word processing and excel spreadsheets.3. Excellent customer service skills.4. Ability to handle sensitive and confidential information and report with accuracy and attention to detail.Radius reserves the right to enhance criteria to facilitate shortlisting. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Senior Assets Officer |

 Who will be the individual’s line manager and/or reporting officer?

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| TBC |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

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| This will provide the post holder with an opportunity to be part of our team ensuring our homes maintain their quality status.From the individual’s perspective hey will be provided with access to a varied and interesting workload, have an opportunity to work with, and learn from experienced, professional colleagues, and to play a key role in providing a pivotal service to our service users, residents and customers.  |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| Start Date: As soon as a suitable candidate has been identified and a release date agreed.Duration: This opportunity may last for up to 2 years, however, Radius Housing can be flexible on duration and this can be discussed at interview.Location: The successful candidate will be based at the Radius Offices in either Belfast or Holywood.Resources: Desk, laptopFunding: Radius Housing will meet salary costs and the salary range is: £20,043 (SP5) - £21,269 (SP8).Further information: Further information can be obtained by contacting Brendan Burdock on Tel: 07778 127945 or by email at: brendan.burdock@radiushousing.org.Closing Date:Authorised Applications must be submitted by **Monday 05 September 2022 to:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| Brendan Burdock, Senior HR Business Parter |

**Signed:**

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| **17.08.2022** |

 **Date:**