

[Home](#) > [Jobs](#) > Printer-friendly PDF

Housing and Property Manager

Hours:

Full time

Position:

Paid

Type of work:

Housing Support

Summary:

The Housing and Property Manager will be responsible for the housing management

Description:

Responsible/Reporting to:

CEO

Job purpose:

Working as part of the Senior Management Team responsible for the Housing and Property functions with HAIL

Salary Scale:

€56,450 to €75,919

Job Information:

This post is a permanent full-time post.

35 hours per week - 9.00 ? 5.00 Monday to Friday.

HAIL is an Approved Housing Body with over 320 properties in the Greater Dublin area

HAIL?s vision is to be the provider of choice for housing and support for people with mental health difficulties, enabling them to achieve and sustain independent living in the community by having secure, quality, affordable accommodation with appropriate support services tailored to their needs.

HAIL?s mission is to provide housing and individually tailored support services to support tenants and clients, primarily those with mental health difficulties, to integrate and live independent lives in the community.

Job Purpose Summary

The Housing and Property Manager will be responsible for the housing management and maintenance of HAIL?s stock, including day to day repairs cyclical and planned maintenance and property functions in

relation to the development programme. Reporting to the CEO, the Housing and Property Manager will form part of HAIL's Senior Management Team. They will be responsible for keeping the Management team up to date on all housing and property related matters.

Personal Specification

Key requirements for the position of Housing and Property Manager are:

Technical Skills/Knowledge

- Relevant experience and proven track record of working in the housing/property environment (ideally minimum of 5 years)
- Demonstrable knowledge of maintenance service and asset management
- Strong awareness of the regulatory environment in which HAIL operates
- Proven experience of developing relevant policy and procedures
- Previous relevant service delivery experience
- Proven experience of delivering projects on time and within budget

People and Stakeholders Skills/Knowledge

- People Management experience ? leading, motivating and developing staff
- Demonstrable experience of managing relationships with a diverse stakeholders including contractors, partners, tenants and staff
- A successful track record in building and nurturing stakeholders, key relationships and partnerships with a wide range of diverse collaborators with Government, and AHBs

Operational Skills/Knowledge

- Demonstrable knowledge of procurement regulations
- Knowledge of not-for-profit sector
- Excellent planning and organisational skills
- Proven experience of report writing, including a high level of numeracy

Professional Requirements

- Relevant third level or professional qualification

A full job description is available at this link http://www.hail.ie/_blog/Announcements/post/employment-vacancy-housing-and-property-manager/ [1]

The Conditions

The Salary will be commensurate with the experience of the individual appointed and in line with the Organisations salary scale.

Application details:

Recruitment Process

Please send a cover letter and a detailed CV, referencing HAIL002, outlining your experience skills and suitability for the position for the attention of our HR Partner ? recruitment@adarehrm.ie [2]

For queries relating to the role please contact Derek McKay in confidence ? recruitment@adarehrm.ie [2]/ (01) 561 3594

Closing date for receipt of applications is 5pm, Friday 10th November 2017.

The full job description can be viewed on http://www.hail.ie/_blog/Announcements/post/employment-vacancy-housing-and-property-manager/ [1]

HAIL is an Equal Opportunities Employer

Region:

Central Hotel Chambers, Dame Court, Dublin 2.

Closing date:

10 Nov 2017

[Back to Jobs](#) [3]

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