

## Community Investment Assistant

### (Full Time, 3 Year Fixed Term Position)

Ark Housing Association based in Belfast is a progressive Housing Association with ambitious plans for growth over the next five years.

We are seeking to recruit an experienced and dedicated individual to join our organisation as Community Investment Assistant on a 3-year fixed term basis (with a possibility of an extension).

Reporting to the Community Investment Manager, you will be responsible for supporting the Community Investment team to deliver and implement the Association's "Housing for All" programme and Tenant Participation Strategy in accordance with our operational and strategic business plans.

#### Applicants must satisfy the following essential criteria:

- A minimum of 5 GCSE's including English and Maths
- One year's *relevant* experience from the most recent three years in a similar role

#### Benefits include:

- Salary range Current **£26,908-£28,267**. (Subject to review in April 2025) with a Contributory Pension Scheme (NILGOSC), (**Currently 19% Employer Contribution**).
- Access to a Salary Sacrifice Electric Car Leasing Scheme with Monthly Head Office Charging Allowance
- 22 days annual leave moving to 27 after 5 years' service and 32 days after 10 years' service.
- 13 customary holidays per annum.
- A range of excellent work and family friendly policies.
- Hybrid Working arrangements.
- On site gym

Ark Housing reserves the right to enhance the criteria for the short listing of suitable candidates without further notification.

*Ark Housing is an equal opportunities employer. Applications are welcome from individuals irrespective of gender, marital status, disability, religion, race, ethnic origin, age or sexual orientation.*

#### CLOSING DATE AND TIME FOR RECEIPT FOR COMPLETED APPLICATIONS IS:

**FRIDAY 14<sup>th</sup> MARCH 2025 AT 12 NOON**

***Please note CVs will not be accepted.***