



Tenement Data Project Lead

Full Time (Fixed Term)

V	Visible in the community
I	Inclusive and fair
S	Safe and secure homes
I	Investing in our future
O	Open and accountable
N	Not-for-profit, for people

This VISION defines the Association's purpose.
Everything we do links to one or more of these aims.
Our strategic and operational plans stem from our
core objectives, and although these may change from
time to time, our VISION does not.

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Introduction

Welcome

Thank you for your interest in joining Yorkhill Housing Association.

We are proud to be a community-based housing association with a strong commitment to providing high-quality homes and services, supporting our tenants and communities, and creating a positive environment for our staff. Our people are central to everything we do, and we are looking for someone who will share our values, bring their own skills and experience to the role, and contribute positively to the continued development of the Association.



I hope this recruitment pack gives you a clear sense of the role, our organisation, and what you can expect from working with us. If you feel that your experience, approach and ambitions align with what we are looking for, I would warmly encourage you to apply. Thank you again for your interest in Yorkhill Housing Association, and I wish you every success with your application.

A handwritten signature in blue ink, appearing to read 'Tony Mallaghan'.

Tony Mallaghan
Chief Executive

Overview

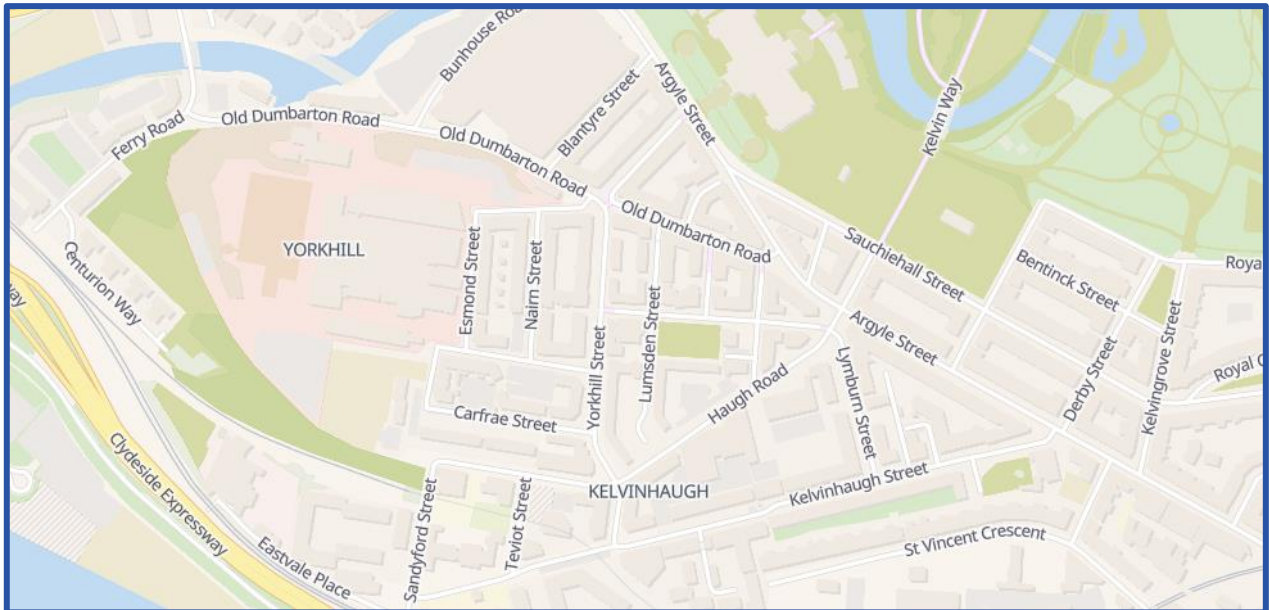


Yorkhill Housing Association Ltd is a small community-based organisation with charitable status operating in the West End of Glasgow. It was first established in 1977 by a group of local residents who were anxious to improve the standard of local homes with the assistance of significant grant funding from central and local governments.

Today the Association owns 472 flats - mostly tenements - and manages a further 494 units on behalf of owners, whether that be housing or commercial premises. It is still managed by a voluntary committee of local residents and interested parties elected by our membership.

The area of operations is compact, stretching west between Argyle Street at Kelvinhaugh Street and Argyle Street at Bunhouse Road (Kelvin Hall). At the back of the area, the River Clyde provides a natural boundary.

Yorkhill Housing Association Ltd is registered with the Scottish Housing Regulator and the Financial Conduct Authority as a not-for-profit Registered Social Landlord. (RSL). We are a Registered Scottish Charity & Property Factor. All YHA business activities are governed by legislation and registration conditions.



Key Facts

(as of 31 st March 2026)	
Year YHA was established	1977
Legal form	Community Benefit Society (non-profit distributing) Registered Scottish Charity
Number of voluntary Management Committee (MC) members	13 MC members All are unpaid volunteers, with a mix of YHA tenants, factored owners, members who live outside Yorkhill, and sector professionals
Current number of shareholding members	67
Number of YHA properties for rent	472
Number of properties factored by YHA	490 (425 which are residential properties, the remainder being commercial)
Tenant satisfaction rate (% of tenants surveyed)	(External Survey 2025/26)
YHA's overall service	87.26%
Rent represents good value for money	91.98%
YHA keeps tenants informed	99.06%
Opportunities to participate	98.58%
Repairs satisfaction	90.00%
Quality of home	87.26%
Factoring service	82.45%
Income from rents and service charges receivable in 2025/26	£2.3M
Management fees income for factoring services in 2025/26	£94.5k
Average 2 apartment weekly rent	£94.06 per week
Average weekly rent (inc. service charges)	£95.77 per week
Total private loan funding (current loan balances)	£905k
Debt per unit	£1,919
Loan/interest repayments for 2025/26	£22k (interest) £56.8k (capital)
Office-based staff (full time equivalent)	19
Budgeted spend for reactive, void and cyclical maintenance 2025/26	£460k
Budgeted spend on planned and major repairs 2025/26 (major repairs, non-capital)	£85k

Post of Tenement Data Project Lead

Background

The Tenement Data Project Lead will support delivery of Yorkhill Housing Association's Energy Redress funded 'Tenement Energy Lab' project, working closely with tenants, colleagues, technology suppliers and partner organisations to test practical ways of improving warmth, comfort and moisture management in traditional tenement homes.

The postholder will coordinate tenant recruitment, home visits, environmental sensor monitoring, data recording, intervention tracking and project evaluation. They will also support the preparation of a Tenement Energy Intervention Toolkit and final evaluation report, helping to share practical learning from the project with the wider housing sector.

The core duties of the post are described in the enclosed Job Description.

The contracted hours for this post are 35 hours per week. Yorkhill Housing Association is currently trialling a four-day working week and, whilst this arrangement remains in place, the working hours for this post will be 32 hours per week. Salary and all contractual benefits will be based on the substantive contracted hours of 35 hours per week.

Occasional evening attendance at meetings, events or resident consultations may be required.

Effective communication, customer service, accurate record keeping and partnership working are essential aspects of this role.



Conditions of Service

Yorkhill Housing Association Ltd is a member of Employers in Voluntary Housing (EVH) and operates terms and conditions agreed between EVH and the recognised Trade Union. Conditions include:

- Defined Contribution Pension Scheme
- 25 days annual leave (pro-rata)
- 15 public holidays (pro-rata)
- Flexible working arrangements where appropriate
- Learning and development opportunities

All staff are employed in accordance with EVH grading guidelines and salary scales. A supervision and appraisal system is in operation to support staff development and performance.

Job Description

Job Title	Tenement Data Project Lead
Work Location	Yorkhill Housing Association 1271 Argyle Street Glasgow, G3 8TH
Hours of Work	Full Time (35 hours per week) *Yorkhill Housing Association is currently piloting a 4-Day Working Week until 31 st March 2027. During this pilot the hours will reduce to 32 hours per week. Salary is not affected.
Grade	EVH Grade 6 (£36,517 - £39,921)
Contract	Fixed Term until 31 st March 2028
Reports to	Deputy Chief Executive
Closing Date	Monday 14 th September 2026 at 5.00pm

Post Objectives

- 1.1** To coordinate the delivery of the Tenement Energy Lab project, ensuring that project activities are delivered in line with the Energy Redress funding agreement, approved project plan, budget and timescales.
- 1.2** To support the collection, monitoring and analysis of property-level environmental data across participating homes, including internal temperature, humidity, property characteristics, EPC information and household heating behaviour.
- 1.3** To coordinate tenant recruitment, consent, home visits, sensor installation, intervention tracking, tenant follow-up and project record keeping.
- 1.4** To support the evaluation of low- and medium-cost interventions in traditional tenement homes, helping the Association identify which measures deliver the greatest improvement in thermal comfort, moisture reduction and tenant outcomes.
- 1.5** To contribute to the production of the Tenement Energy Intervention Toolkit, final evaluation report and wider learning outputs for the Association, funder and social housing sector.
- 1.6** To ensure all project activity is delivered in accordance with relevant legislation, funding requirements, Association policies, data protection requirements and good practice.

Accountability

- 2.1** Directly accountable to the Deputy Chief Executive.
- 2.2** Accountable to the Deputy Chief Executive, Senior Management Team and Management Committee through the Association's normal governance and reporting arrangements.
- 2.3** The postholder will work closely with the Property Services Manager, Housing & Factoring Manager, housing management staff, property services staff, technology suppliers and relevant external partners.

Allocation of Duties

- 3.1** The overall allocation of duties will be determined by the Deputy Chief Executive and Property Services Manager in line with the approved Energy Redress project plan.
- 3.2** All duties and responsibilities relating to this position shall fall within the appropriate EVH grading guidance.
- 3.3** The role will be project-focused but will require close working across housing management, property services, business improvement, customer engagement, finance and external partners.

Duties & Responsibilities

- Coordinate day-to-day delivery of the Tenement Energy Lab project in accordance with the approved project plan, budget and funder requirements.
- Support the recruitment and retention of approximately 60 participating households.
- Arrange and carry out tenant engagement, home visits, consent processes and baseline information gathering.
- Support installation and coordination of environmental monitoring sensors in participating homes.
- Maintain accurate records of sensor installation, property details, tenant participation, consent, interventions, advice contacts and follow-up activity.
- Maintain a central project tracker for unique households, referrals, interventions and follow-up activity.
- Monitor incoming environmental data, including temperature and humidity information, and identify missing, unusual or interrupted data.
- Liaise with technology suppliers and internal staff to resolve data, sensor or system issues.
- Support the use of environmental monitoring data within the Association's housing management systems and tenant portal.

- Gather and record supporting property information, including EPC ratings, heating system details, property type, floor level, stock condition data and relevant household information.
- Assist with the development of baseline performance profiles for participating homes.
- Support the allocation of homes into intervention and comparison cohorts using agreed project criteria.
- Coordinate the delivery of low- and medium-cost intervention packages, including draught reduction, heating controls, thermal comfort, moisture management and combined measures.
- Track the cost, date, location, type and intended outcome of all measures installed.
- Provide energy-related advice and heating optimisation support to participating households, subject to holding or obtaining the required City & Guilds Level 3 Energy Awareness qualification or equivalent before advice delivery.
- Support tenants to understand practical actions relating to heating controls, ventilation, condensation risk, humidity, temperature and thermal comfort.
- Identify households requiring additional support and make appropriate referrals to other organisations, including money advice, fuel poverty and specialist energy advice services.
- Support pre- and post-intervention tenant surveys, feedback gathering and case study development.
- Assist with analysis of project data, including comparison of monitored outcomes before and after intervention.
- Support weather-normalised analysis by ensuring relevant internal monitoring data, external weather data and property information are accurately recorded and available for evaluation.
- Help assess the relative cost-effectiveness of different intervention types.
- Contribute to internal project reporting, funder monitoring returns, budget monitoring and project performance updates.
- Support the preparation of the final evaluation report and Tenement Energy Intervention Toolkit.
- Assist with dissemination of project learning through reports, briefings, presentations, events, case studies or sector engagement activities.
- Maintain confidentiality and comply with UK GDPR, data protection requirements and Association policies at all times.
- Undertake any other duties consistent with the purposes of the post.

Support Duties

Assisting the Deputy Chief Executive, Property Services Manager, Housing & Factoring Manager and Senior Management Team with:

- Energy Redress project delivery and administration.
- Project planning, monitoring and reporting.
- Tenant recruitment and engagement activity.
- Environmental monitoring and data quality checks.
- Intervention planning, delivery and tracking.
- Energy advice recording and referral pathways.
- Procurement records and supplier liaison.
- Budget monitoring and grant claim evidence.
- Evaluation, toolkit development and learning outputs.
- Committee, funder and management reporting.
- Partnership working and external communication.

Resident Communication Strategies

Participation in and implementation of communication and engagement activity to support the project, including:

- Tenant letters and information leaflets.
- Consent forms and privacy notices.
- Frequently asked questions for participating households.
- Home visits and follow-up appointments.
- Tenant portal guidance.
- Digital communication and updates.
- Resident events or advice sessions.
- Case studies and project learning materials.

Committee Servicing and Reporting Procedures

- Prepare project updates, monitoring information and performance data as required by the Deputy Chief Executive, Senior Management Team, Management Committee or external funders.
- Attend internal project meetings and, where required, Management Committee or Sub-Committee meetings.
- Support the preparation of Energy Redress monitoring returns, final reports and evidence submissions.

General Responsibilities and Duties

Health and Safety

- Comply with all relevant health and safety legislation and Association procedures.
- Follow lone working, home visit and risk assessment procedures.
- Report hazards, incidents and accidents in accordance with Association policy.

Equal Opportunities

- Support the Association's commitment to equality, diversity and inclusion.
- Deliver services fairly and consistently to all tenants and residents.

Training and Development

- Participate in training, supervision, appraisal and professional development activities.
- Obtain City & Guilds Level 3 Energy Awareness, or an appropriate equivalent, prior to delivering energy advice.
- Maintain knowledge of relevant energy efficiency, fuel poverty, heating controls, condensation, dampness, data protection and tenant engagement issues.

Communication

- Maintain effective communication with tenants, colleagues, contractors, suppliers, partners and funders.
- Participate in team meetings, project meetings and organisational events as required.

Organisational Objectives

- Contribute to achievement of the Association's strategic objectives.
- Support continuous improvement, tenant engagement, evidence-based decision-making and service excellence.

Person Specification

Experience and Knowledge

Criteria	Essential	Desirable
Experience of project coordination, project administration or supporting delivery of a funded project	*	
Experience of working in a customer-focused environment	*	
Experience of maintaining accurate records, monitoring information and project data	*	
Experience of using Microsoft Office applications, particularly Excel, Outlook and Word	*	
Understanding of data protection, confidentiality and accurate record keeping	*	
Knowledge of energy efficiency, fuel poverty, heating systems, condensation, dampness or thermal comfort issues		*
Experience of domestic energy advice, housing advice, property services, asset management or social housing		*
Experience of analysing data, identifying trends and producing reports		*
Experience of working with sensors, monitoring systems, CRM systems, housing management systems or customer portals		*
Understanding of EPCs, stock condition information, building performance or traditional tenement construction		*
Experience of liaising with contractors, suppliers or external partners		*
Experience of grant-funded reporting, claims or evidence gathering		*

Skills and Abilities

Criteria	Essential	Desirable
Excellent communication and interpersonal skills	*	
Strong planning and organisational skills	*	

Criteria	Essential	Desirable
Ability to manage a varied workload and prioritise tasks effectively	*	
Ability to work independently and use initiative	*	
Ability to work effectively as part of a team	*	
Ability to engage positively and sensitively with tenants and residents	*	
Ability to collect, check and maintain accurate information	*	
Ability to interpret information and present findings clearly	*	
Ability to produce written updates, reports and monitoring information	*	
Good IT skills and confidence using digital systems	*	
Ability to follow procedures, manage confidential information and comply with data protection requirements	*	
Ability to explain practical information clearly to tenants, including heating controls, monitoring data and energy-related advice	*	
Ability to support evaluation activity, including surveys, data quality checks and outcome monitoring		*
Ability to contribute to toolkits, case studies, briefings or learning materials		*

Qualifications

Criteria	Essential	Desirable
City & Guilds Level 3 Energy Awareness (or a willingness to obtain)	*	
HNC (or equivalent) in a related subject – housing, property, construction, environmental studies, community development, data analysis, business admin etc.		*
Relevant qualification in housing, energy advice, community work, data analysis, project management, construction, building performance or a related discipline		*

Criteria	Essential	Desirable
Project management, data analysis, housing, property or energy efficiency qualification		*

Other Requirements

Criteria	Essential	Desirable
Commitment to Yorkhill Housing Association's values	*	
Commitment to excellent customer service	*	
Commitment to equality, diversity and inclusion	*	
Flexibility, enthusiasm and a positive approach to change and innovation	*	
Willingness to undertake home visits and follow lone working procedures	*	
Availability for occasional evening work, tenant engagement activity or project events	*	
Willingness to participate in training, supervision and professional development	*	
Interest in energy efficiency, building performance, tenant wellbeing and evidence-based service improvement	*	
Understanding of the role of community-based housing associations		*
Knowledge of the Yorkhill area, or traditional Glasgow tenement housing		*

How to Apply

Process

If you are interested in this role and believe your skills, experience and approach would allow you to contribute positively, we would encourage you to apply by completing the application form available on our website (www.yorkhillha.org).

We recognise that this is a specialist project and that applicants may come from a range of backgrounds, including housing, property services, energy advice, data analysis, project coordination, community engagement or customer service. You do not need to meet every desirable criterion to apply. If you can demonstrate strong transferable skills and a willingness to learn, we would be pleased to hear from you.

Please use your application to give clear examples of how your skills and experience match the person specification, including any transferable experience relevant to project delivery, data handling, tenant engagement or energy-related work.

Please submit your completed application form by **5pm on Monday 14th September 2026** to Recruitment@evh.org.uk. Applications received after this time, will not be considered.

All relevant information should be included in the application form. Please do not include a CV or attach any other information, as this will not be considered during the shortlisting process.

Please note that you will receive an acknowledgement of your application. If you do not receive this, please contact our recruitment partner, EVH on 0141 352 7435.

Equal Opportunities

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

If you consider yourself to have a disability please detail on your application form any reasonable adjustments that we can make for you as part of the recruitment process. If you would like to discuss any reasonable adjustments please contact Grant Kennedy, Deputy Chief Executive on 0141 285 7910 or administration@yorkhillha.org.