



## BACKGROUND INFORMATION

### The Association

Whiteinch & Scotstoun Housing Association Ltd. (WSHA) is a Charity Registered in Scotland No. SC035633. It is also registered with the Financial Conduct Authority and with the Scottish Housing Regulator, and is controlled by a Committee of Management of local residents and other interested members.

The Association was registered in 1978 when its first *Housing Action Area* was declared and steady progress has been made thereafter. The Association currently has the following stock profile:-

Apartment Size	1	2	3	4	5/6	Total
Number of Units	19	644	452	168	14	1297

The Association's core stock consists mainly of sandstone tenement properties, some new build, with two blocks of housing for the elderly and one amenity block. In 2011 we also transferred over 300 properties from the Glasgow Housing Association, most of which are pre and post war properties with one 120 unit multi storey block. The vast majority of our properties are flats, most mixed tenure.

WSHA has achieved numerous architectural design awards, winning two *Scottish Design Awards*, an *RIAS Award*, a *Scottish Home Award*, a commendation at the *Glasgow Institute of Architects Awards* and a highly prestigious *Saltire Society Housing Design Award*. In November 2012 at the *Andrew Doolan Awards* for the 'Best Building in Scotland', it was also one of only 5 developments which received a commendation and was the only housing project shortlisted.

The Association's Committee of Management has approved plans to invest in the region of £12M in our stock over the next five years through our extensive planned maintenance program to ensure that our homes continue to be maintained to the highest standards. This project will comprise the installation of new kitchens, bathrooms and rewire upgrades (KBR), as well as upgrading heating installations to approximately 1,000 homes.

The Association has three subsidiary companies, WS Property Management Ltd. which provides factoring services to the owners of over 500 residential and 93 commercial properties, WS Estate Services Ltd. who currently deliver services such as close cleaning, bin store cleaning and bulk uplift service as well as caretaking services to our multi story block, and The Whiteinch Centre which is a community hub which offers learning, training and employability opportunities.

The successful candidate for this post will work from the Association's registered office in the purpose built Whiteinch Centre.

The Association offers a generous pay and benefits package including a defined contribution pension scheme with an employer contribution of 10% and 4 times salary life cover. The Association is a full member of Employers in Voluntary Housing and employees enjoy the service related benefits this brings.

The Offices are open to the public from 9.30am to 4.00pm, Monday to Thursday, and are smoke free.

The Association strives to promote equal opportunity in all aspects of its business. A copy of the Association's Equality and Diversity Policy is available on request.

### **The Post**

We are recruiting a Receptionist to be part of the Corporate Services Team. Reporting to the Corporate Services Manager, the successful candidate will provide an effective shared reception and telephone service for WSHA and its subsidiary companies.

### **Hours of Work**

Monday to Thursday: 9am – 4.45pm

Friday: 9am – 3.30pm

### **Location**

This post is based at our offices which are adjacent to The Whiteinch Centre, 1 Northinch Court, Glasgow, G14 0UG.

Full details of the post are contained within the Role Profile.

### **Submitting Your Application**

If you wish to apply for this post you should take note of the following:-

- Please indicate your suitability for the post within your completed application form and do not send your CV to us as it will be discarded.

- Please ensure that you detail your experience and skills against any item of work history: job titles are not sufficient. A Role Profile for the post is included in the pack and you should use this to match yourself to our requirements.
- If you complete the application form online and are called for interview, you will be asked to sign your paperwork before the interview is carried out.
- Completed application forms should be returned by email to [Recruitment@evh.org.uk](mailto:Recruitment@evh.org.uk) no later than **12 noon on Monday 4<sup>th</sup> August 2025**.
- Applications received after this time will not be considered.
- You will receive an acknowledgement of your application from EVH.
- It is anticipated interviews will be held week commencing 11<sup>th</sup> August 2025. Please indicate on your application form if you are unavailable this week.