

Housing Officer Position at Sahara Housing Association

Job Title

Housing Officer

Location

Birmingham

Contract

Full-time Permanent

About Sahara Housing Association

Sahara Housing Association is focused on providing safe, secure, and high-quality housing for the communities it serves. The organisation values compliance, safety, and the well-being of tenants, and seeks a Housing Officer who shares these commitments.

The Role

The Housing Officer will be responsible for ensuring that the association meets all statutory, regulatory, and best practice standards in housing compliance. This position is vital in maintaining resident safety by monitoring, reporting, and improving compliance across the housing stock.

Key Responsibilities

- Monitor compliance with housing health and safety regulations, including fire safety, gas safety, electrical testing, water hygiene, and asbestos management.
- Maintain accurate compliance records and ensure timely completion of inspections, testing, and remedial works.
- Liaise with contractors and internal teams to ensure that remedial works are promptly addressed.
- Conduct site visits and audits to verify compliance with standards.
- Prepare reports for senior management and regulatory bodies.
- Contribute to the continuous improvement of compliance processes and resident safety.

About You

- Experience in housing compliance, property management, or a health & safety role.
- Knowledge of housing-related compliance legislation and regulations.
- Strong organisational and record-keeping skills.
- Excellent communication and stakeholder engagement abilities.
- Ability to work independently and collaboratively in a team.
- Relevant health & safety qualifications are desirable but not required.

Why Join Us?

- Be part of a supportive, values-driven team making a positive impact in people's lives.
- Competitive salary and benefits package.
- Opportunities for training and professional development.
- Work in a dynamic, forward-thinking housing association.

How to Apply

Please send your CV and a covering letter outlining your suitability for the role to enquiries@saharahousing.org.