

Position:

Housing Assistant (1 Full-Time and 1 Part-Time Position)

Location:

Hybrid, based in Deptford, with regular travel to properties

Salary:

£26,000 per annum (Full Time, 37.5 hours per week)

£13,867 per annum pro rata (Part Time, 20 hours per week)

Reporting to:

Housing Manager

The Organisation

EveryStory is a charity providing high-quality support to people with learning disabilities and autistic people, as well as their families, through a network of services across South London.

At EveryStory we want to create supportive environments where people feel safe and confident enough to be themselves, letting their personalities shine beyond any label or limitation.

Our mission is to support people with learning disabilities and autistic people by offering personalised care that respects their individuality, encourages them to try new experiences, and helps them face challenges without fear. Whether it's building confidence, improving mental wellbeing, finding meaningful employment, or pursuing activities they truly enjoy, we are there every step of the way. Through a family-like approach, we create safe spaces where everyone feels secure, valued, and free to express their true selves.

We want to set the standard for a world where people with learning disabilities and autistic people are defined by their personalities, encouraged to take bold steps, and free to be whoever and whatever they want to be.

Role Overview

We are seeking two Housing Assistants to join our Housing team to assist in delivering comprehensive housing management and tenancy support on behalf of a registered landlord. This hybrid role is based in Deptford, with regular travel to properties for inspections, meetings, audits, and tenancy support.

Key Responsibilities

- Assist in managing the tenant referral process, working with local authorities, support providers, and other partners.
- Assist in supporting tenants to understand their rights and responsibilities as set out in their tenancy agreement
- Ensuring tenants receive correct benefits and assist in reducing rent arrears.
- Conduct regular property inspections—monthly for assigned schemes.
- Assist in carrying out health and safety checks and risk assessments in liaison with tenants and support providers.
- Assist housing officer and manager to report, arrange, and monitor repairs to ensure timely completion.
- Support tenants in maintaining properties, managing budgets, and purchasing communal items.
- Assist in maintaining accurate housing records and ensure information is accessible to tenants.
- Assist in completing required monitoring forms and reports in line with housing agreements.
- Undertake other duties as required.

Person Specification

- Full driving license and access to a car.
- Strong attention to detail and accuracy.
- Ability to work both independently and collaboratively.
- Excellent verbal and written communication skills.
- Positive, proactive approach to work.
- Competent with IT and ability to use Microsoft Office products.

To Apply

Please send your CV and a covering letter detailing how you meet the role requirements to recruitment@everystory.org.uk

This is an ongoing recruitment campaign, and applications will be reviewed as they are received. We reserve the right to close this vacancy early should sufficient applications be received, so candidates are encouraged to apply as soon as possible.