



Housing Services Officer
Durham
£27,804 - £30,383 Per annum
Full Time
Permanent
Ref: INS1229991

Join Our Team as a Housing Services Officer!

Ready to do work that makes a real difference — and feel good doing it?

At Inspire North, we know that safe, settled homes are the foundation for everything else. That's why we're looking for a Housing Services Officer to help keep our supported accommodation across [County Durham](#) safe, welcoming and working well for the people who call it home.

This is a role for someone who enjoys variety, likes solving problems, and cares about doing things properly. You'll manage day-to-day housing services – from preparing properties for new tenants to coordinating repairs, carrying out viewings and sign-ups, and working closely with landlords and contractors to keep everything running smoothly.

You'll also play a key part in supporting people to sustain their tenancies and prevent homelessness. It's practical, people-focused work, where your organisation, communication and care really matter – and where no two days look quite the same. If you're calm under pressure, enjoy working with others, and like seeing the positive impact of your work every day, we'd love to hear from you.

We'd love to hear from you if you bring:

- A good understanding of housing legislation and housing benefit, and how they shape safe, sustainable tenancies.
- Hands-on experience managing tenancies, including rent accounts, voids and meeting compliance standards.
- Confidence in spotting and managing damp and mould issues, and coordinating repairs to keep homes safe, healthy and well maintained.

Why Join Us?



At Inspire North, we know that when people feel supported, appreciated and encouraged to be themselves, they can do amazing things – and we want you to be part of that.

Here's what you'll enjoy as part of our team:

- **Flexible working options** so you can balance life and work in a way that genuinely works for you.
- **Hybrid working** – the perfect blend of connection and comfort.
- **25 days annual leave** plus bank holidays, increasing to 30 days with service – because rest matters.
- **Loads of learning and career development opportunities**, including paid and personalised training to help you grow.
- **Free, confidential Employee Assistance Programme 24/7**, including counselling and **GP services** – your wellbeing comes first.
- **Employer contributory pension scheme** to help secure your future.
- **Great maternity, paternity and adoption benefits** to support you and your family.
- **Exclusive care workers discounts** to make everyday life that bit easier.
- **Active Employee Networks** including People of Colour, LGBT+, Mental Health and Accessibility – because everyone deserves to belong.
- **Health and wellbeing initiatives** to help you feel your best, inside and out.
- **Cycle to Work Scheme** to keep you moving and support greener choices.
- **Corporate Health Plan** to support your physical and mental health.

We proudly embrace diversity and are committed to creating an inclusive, anti-racist environment where everyone can thrive by being their true self. Join us in driving this important agenda forward and help shape a workplace where all voices are valued!

If you're ready to use your skills to help others succeed, we'd love to hear from you.

For an informal chat about the role please contact Jill Thorpe, Service Manager via Jill.Thorpe@inspirenorth.co.uk or 07581 294093.

Recruitment is ongoing, and we're reviewing applications as they come in. To give yourself the best chance, we recommend applying as early – we may close the advert at any time if we find the right candidate or receive a high volume of strong applications.



Good Luck – we can't wait to meet you!

**** You're welcome to use AI tools to support your application, but make sure your final submission reflects your own voice, experience and strengths.***