



Come and join our Management Team

VACANCY – OFFICE AND COMPLIANCE MANAGER

Salary: £15.86/HR FOR 37 HRS/WK (£30,514p.a.)

We are a registered Charity established in 1986 (SCIO from 2020) accredited to provide type III free, independent Housing Information, Advice, Advocacy and Care Inspectorate regulated Engagement Services. We work with vulnerable service users to alleviate poverty and provide a homeless prevention service. We assist those in housing need across South Ayrshire with an additional housing advice service for East Ayrshire within Prisons. The Centre continues to provide a remote service throughout COVID-19 by staff working from home and staff within bubbles within the Centre where safe to do so.

As the Office and Compliance Manager you will be part of the Senior Management Team and be responsible for the day-to-day running and co-ordination of the office including operations, procedures and resources to facilitate effectiveness and efficiency. This includes HR duties, Health and Safety and compliance with other Regulatory Bodies.

Applicants should have working experience of managing an Office including health and safety, compliance with legislation and regulatory bodies and Contract compliance including financial, legal requirements and KPI assurances. You should have strong Microsoft Office Skills (Word, Excel, Powerpoint, Teams, email, etc).

Benefits:

- auto enrolment into the Nest Pension Scheme (10% employer contribution)
- hybrid/Flexible Working available
- 30 days holiday (increasing to 37 in 3 years)

For an Application Pack please click the following link which will take you to our Website and complete your details [Vacancies – Ayr Housing Aid Centre](#)

All applications should be e-mailed to us before closing date: **Thursday 16th December 2021 at 4.30pm**

We will contact successful candidates before **Tuesday 21st December 2021** for interview on **Wednesday 22nd December 2021**. **If you do not hear from us prior to 21st December 2021 you have not been selected for interview.**

