

## A BIT ABOUT THE CENTRE...

**Ayr Housing Aid Centre SCIO** was established in 1986 as an unincorporated charity which later converted to a SCIO. The project is governed by the Board consisting of representation from committed volunteers who provide direction and oversee the work of the Centre.

The Centre was originally staffed by a group of unpaid volunteers and was grant funded by the Local Authorities and Shelter. The Centre is currently contracted with South Ayrshire Council to provide Advice and Homeless Prevention and Engagement services. As a charity we require to generate income to support our work and we do this by fundraising and providing training to external organisations on housing related issues.

A major part of the Centre's work is to provide advice and representation to people who are homeless or who are threatened with homelessness. We also lobby Local and Governments on homeless related matters and work closely with other Agencies to encourage positive policy change.

We provide innovative, preventative, proactive, participatory and inclusive services which directly link to the overall ethos of the Centre to provide high quality services within South Ayrshire.

Each of our services contribute to the Centre meeting its aims/objectives, our contractual obligations and the needs of our service users and communities.

Services from 1<sup>st</sup> September 2021 are:-

- **Information, Advice and Advocacy and Homeless Prevention Services** including Advice, Advocacy, Tenure Sustainment, Prison Advice in HMP Kilmarnock, Barlinnie and Greenock and Housing Education for Youths in Secondary Schools.

The Centre will help anyone within South Ayrshire who is in housing need through accredited advice and support whether they are homeless, threatened with homelessness, living in poor conditions or any other housing related matter.

The Centre deals with many types of housing problems, including:-

- Homelessness
- Tenancy Issues
- House Conditions
- Private Rented Sector
- Deposits Disputes
- Fuel Rights
- Housing Benefit
- Universal Credit
- Illegal Eviction
- Mobile Homes

The Centre seeks additional funding to ensure the is necessary provision and services to meet the changing needs of the community. Additional Services include I'M IN! Early Intervention for Private Rented Tenants and Tribunal Representation. These additional services are funded by external bodies and focus on delaying and where possible preventing homelessness which in turn positively impacts the Council in their statutory homeless duties by reducing the number of families having to access temporary accommodation.

If you require further information on the Centre please visit our Website at:

[www.ayrhousingaidcentre.com](http://www.ayrhousingaidcentre.com)

## RECRUITMENT STATEMENT

Ayr Housing Aid Centre SCIO is committed to providing the best possible recruitment service and are committed to removing barriers to equality of opportunity at all stages of the recruitment process. The Centre shall only seek necessary personal data which is relevant to our selection and recruitment procedures. The Centre shall conform to the relevant General Data Protection Regulations and Policies and Procedure 31, 32 and 34.

Our commitment to you as a job applicant is:

- We will treat you in a polite, helpful and friendly manner at all times.
- When we write to you, we will give you the name and telephone number of the member of staff who will deal with your enquiries.
- We will treat information you provide in confidence.
- We will normally send you an application form within 2 working days of your request.
- Your application will be acknowledged.
- Every applicant will complete the standard application form.
- Any disabled applicants who meet the minimum criteria for the job vacancy will be invited for an interview.
- We will normally advise you if you are being invited for an interview within 2 weeks of the closing date.
- We will give reasonable notice of the date of the interview. If you are asked to make a presentation to the interviewing panel, we will give a minimum of one weeks' notice.
- We would attempt to provide all reasonable measures for you to attend an interview.
- We ask you to provide personal details such as name, date of birth, gender, ethnic origin on the Equal Opportunities Monitoring Form. This information is not revealed to the selection panel but is used for statistical purposes.
- The information provided on your application form will play a vital part in deciding whether you will be called for interview, it is important that you take your time to complete the form.
- References will be sought if interview panel consider offering the post to the Applicant.
- After interview, we will contact the successful applicant as soon as possible (normally within 5 working days). If relevant to the post sought, we shall seek a PVG which will have been stated in the job advert, which may extend the notice period.
- If you are unsuccessful at an interview we will normally advise you within 2 weeks.
- If you apply and are not offered an interview or you have been unsuccessful at interview the Centre shall dispose of all relevant documents within 3 months from date that the Post is filled. This procedure will also comply with Policies and Procedure 32 and 34.