



# Ayr Housing Aid Centre scio

## A BIT ABOUT THE CENTRE...

**Ayr Housing Aid Centre** (later becoming SCIO) was established in 1986 following a Shelter homeless conference. The project is governed by the Board consisting of dedicated, committed people passionate about helping those in housing need. They provide direction, expertise and oversee the Centre's work.

As Trustees step down we recruit new Trustees with a commitment our aims and objectives of providing quality advice and engagement services to those in Housing need while alleviating poverty. Our commitment includes positively campaigning for changes and new legislative measures to improve the lives of those we assist.. ***There can be no greater housing need than having no home!***

The Centre was originally staffed by a group of unpaid volunteers and was supported by the Local Authorities and Shelter. The Centre is contracted with South Ayrshire Council to provide Advice and Homeless Prevention Services to general population and specific services for identified groups. The Centre has charitable status and seeks to generate income to support our work. We provide training on housing related matters and directly fundraise. We have a fundraising sub-committee who would welcome people with such experience onto the Board.

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 while lobbying Local and Central Government and working closely with other Agencies.

The services we provide are innovative, preventative, proactive, participatory, and inclusive. These directly link to the overall ethos of the Centre to provide high quality services. Each of our services contribute to the Centre meeting its aims/objectives, our contractual obligations, the needs of our communities and those we serve.

### **Services currently provided: -**

1. Type III National Standards accredited Housing Information, Advice and Advocacy (including Prison Advice in HMP Kilmarnock, Barlinnie and Greenock as and when required)
2. Care Inspectorate regulated Engagement Services (Tenure Sustainment)

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

Main types of housing problems include: -

- Homelessness, Tenancy Issues, House Conditions
- Private, social and owner occupied Sectors
- Deposits Disputes, Fuel Poverty & Rights
- Housing Benefit, Universal Credit, Council Tax discounts and exemptions
- Illegal Eviction, harassment and enforcing protections

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

[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
- Disabled applicants who meet the minimum criteria for the job vacancy will be invited to interview
- We will normally advise you if you are being invited for an interview within 2 weeks of 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