



Recruitment Housing Advisor/Housing Advice Intern

Frontline Fife (FLF) is a leading charity working to end homelessness across Fife through support for early intervention and prevention as well as crisis services for those at risk of harm. Two exciting opportunities have arisen to join FLF's Homeless Prevention Team as Housing Advisor and Housing Advice Intern.

FLF is an established, award-winning charity, working across Fife to undertake vital work that supports people facing and experiencing homelessness. The organisation provides a comprehensive range of services including support with housing and homeless advice; accommodation services; drug and alcohol support; employability and outreach services with young people, schools and colleges. Central to all of this, is a commitment to human rights which accepts the fundamental premise that everyone has the right to live in a safe and secure home and choose the life they aspire to.

The charity is seeking passionate individuals who can demonstrate a commitment to client focused working, are keen to develop skills and knowledge in housing and homelessness and want to be part of a diverse team which is committed to inclusion and achieving the best possible outcomes for people we support across Fife.

Interested? Then we want to hear from you!

Vacancy: Housing Advisor:

Salary: £23,711 - £26,013

Fixed Term Appointment: 36 hours per week up to 31st March 2023.

Location: Kirkcaldy, but working across the whole of Fife

Closing Date: 12 noon Friday 29th July 2022

Vacancy: Housing Advice Intern:

Salary: £21,500

Fixed Term Appointment: 36 hours per week up to 31st March 2023.

Location: Kirkcaldy, but working across the whole of Fife

Closing Date: 12 noon Friday 29th July 2022

Employee Benefits

- 32 days annual leave per year with 1 day additional per year served up to 5 years (pro rata)
- Working Monday to Friday (9 to 5pm)
- Flexible and remote working arrangements
- Competitive employer/employee Pension Contribution Scheme
- Business travel allowance
- Commitment to professional learning and development
- Free access to an employee assistance programme with confidential advice/counselling support
- Discounts on lifestyle benefits e.g. Discounted Gym Memberships
- Blue Light Membership Scheme
- Where appropriate, welcome payment for SSSC registration fee and PVG check

Successful candidates taking up a client facing role are subject to PVG Disclosure checks and must have a current driving license or willingness to achieve this in the first year. Successful candidates securing a post regulated by the Care Inspectorate must register with the SSSC and must meet the required standards for the post within the permitted time as directed by the SSSC.

Frontline Fife, as a Disability Confident employer, is committed to supporting job applicants and staff with a disability or long-term health condition. We commit to offering an interview to disabled people when the essential job criteria are met.

To find out more about the post and to download an application pack, please go to: <https://www.frontlinefife.co.uk/about/vacancies/>. Alternatively, e-mail info@frontlinefife.co.uk or telephone 01592 800430. Applications packs can be provided in an accessible format upon request. To apply for a post, please submit your application form to shona.glover@frontlinefife.co.uk by the closing date noted above.

Frontline Fife is a registered charity: Charity No: SC021832 and is committed to Equal Opportunities