



**SUPPORTED  
SCHEME  
OFFICER**

**CANDIDATE INFORMATION  
PACK**

# Candidate Information Pack

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© Nehemiah UCHA Ltd  
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## *Dear Applicant*

Thank you for your interest in our **Supported Scheme Officer** vacancy.

The recruitment pack includes some important information to assist you so that you can submit your CV as required for consideration.

The selection process will consist of a two stage process outlined below:

1. As part of the **first stage** of the recruitment process you will undertake a series of assessments including a group assessment exercise.
2. The **second stage** of the recruitment process will involve a formal panel interview.

Nehemiah Housing Association looks forward to receiving your CV and welcoming you to and what we trust will be the beginning of a wonderful opportunity.

Yours sincerely

*Janet Dubidat*

**Janet Dubidat**  
Head of Governance & Company Secretary

## Mission, Vision, Values Statement and Business Objectives

<p><b>VISION</b></p> <p>Our vision is to be the leading independent BAME housing provider in the UK delivering a range of services which are unsurpassed in the community</p>	<p><b>Values</b></p> <ul style="list-style-type: none"><li>• <b>PASSIONATE</b> - we are <b>passionate</b> about empowering people to build communities alongside homes</li><li>• <b>DIVERSITY</b> - we believe <b>diversity</b> is a strength in every aspect of our work and the communities around us</li><li>• <b>INTEGRITY</b> - we act with <b>integrity</b> in all that we do even when that is not the easy option</li><li>• <b>SUSTAINABLE</b> - we believe our actions and their impact must always be <b>sustainable</b></li></ul>
<p><b>MISSION</b></p> <p>Our mission is to build successful, sustainable and diverse communities by providing housing and well-being services in a culturally sensitive way to our current and our future customers.</p>	<p><b>Business Objectives</b></p> <ol style="list-style-type: none"><li>1. To be effective and grow</li><li>2. Deliver excellent services</li><li>3. Be open, transparent and accountable in governance and risk management</li><li>4. Deliver Social investment through monitoring our environmental, economic and social impact</li><li>5. People Development &amp; Well-Being</li></ol>

Nehemiah UCHA is a progressive housing association formed by the merger of Nehemiah Housing Association and United Churches Housing Association in 2007. The organisation has a portfolio of 1235 properties in ownership and management serving the multicultural African Caribbean, Asian and European communities within the West Midlands. The Association provides homes for single people, families, couples and elderly people in Birmingham, Coventry, Dudley, Sandwell, Walsall and Wolverhampton.

As a landlord, we pride ourselves on being accountable and accessible to the communities we serve. As a Support Provider, we assist people to obtain and maintain tenancies, and make a major contribution in the prevention of homelessness.

We have responded to the needs of our tenants, by providing large homes for those with extended families, specially designed homes for people with disabilities or specific religious/cultural needs, and energy efficient homes to minimise the impact of fuel poverty.

Nehemiah UCHA is committed to serving the community and aims to build it into a thriving social unit in which people of all ethnic backgrounds feel at home and valued. The provision of good, affordable housing is the platform from which the Association has committed itself to the community at large, conveying the idea of value and a sense of caring.

### **How we are structured**

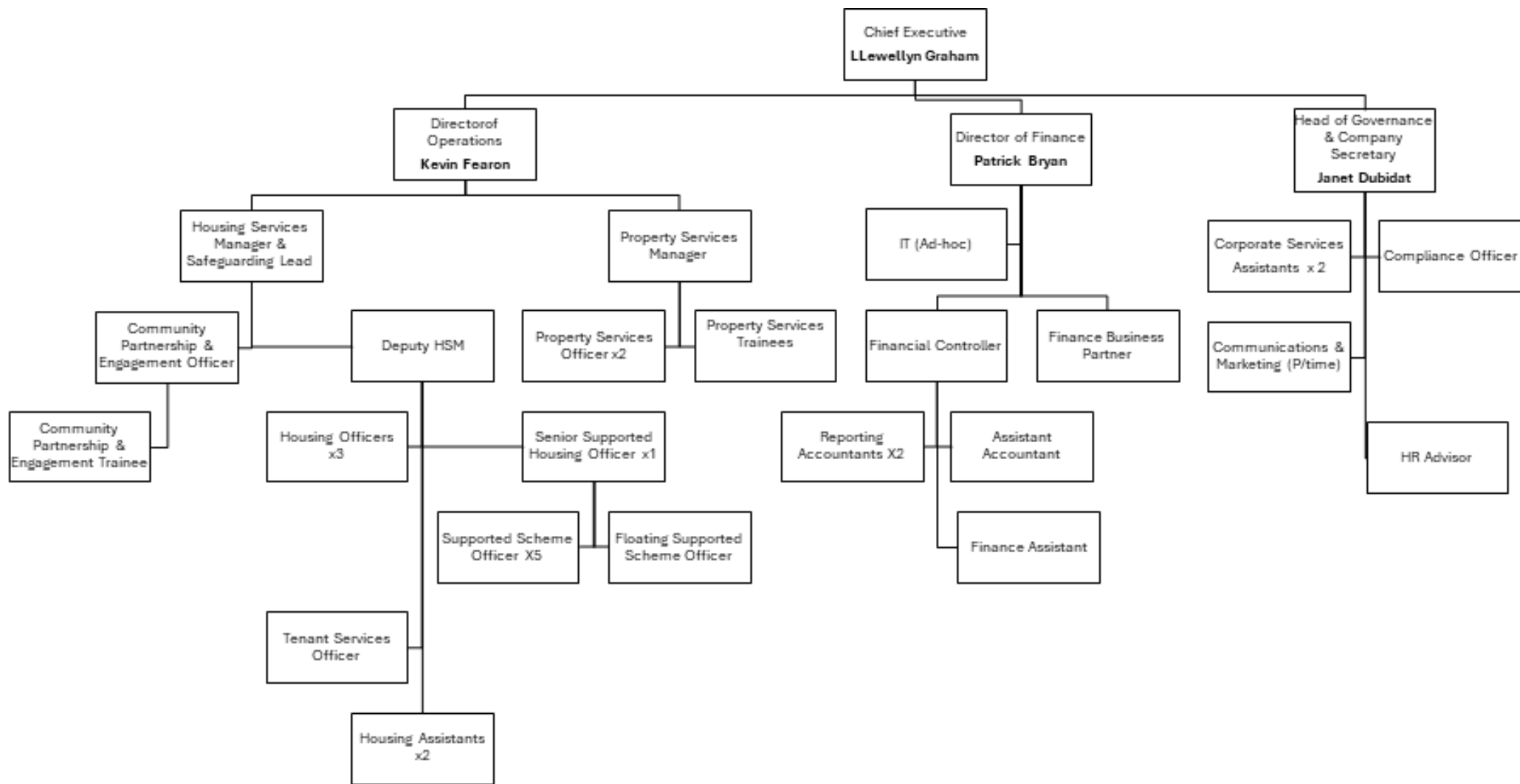
The Association is governed by a board of paid members who delegate responsibility for day-to-day work to be undertaken by committees and staff. Presently there are four committees: Audit and Risk, Operations, Executive Team, Remunerations and Nominations Committee .

The organisation chart attached details the current staffing levels.

### **The Operations Team**

The work with the Operations Team is to provide a comprehensive customer focused service to the highest possible standard, including lettings, arrears and ASB management, responsive repairs, voids, and ensuring that the Association's properties are maintained to the highest possible standard, in line with customers' expectations.

For further information please contact Janet Dubidat on 0121 358 8024, see our website at [www.nehemiah.co.uk](http://www.nehemiah.co.uk) or email: [recruitment@nehemiah.co.uk](mailto:recruitment@nehemiah.co.uk);



## Section 2 – The Vacancy

### Supported Scheme Officer - Part-Time Vacancy

Salary: £16,138.63 (full time equivalent £26,897.72)

Location: Dudley

Nehemiah is a BAME (Black Asian Minority Ethnic) Housing Association providing affordable housing for a mixed clientele in six local authority areas of the West Midlands

We are seeking a Supported Scheme Officer who will:

- manage the scheme and to provide support to Customers to enable them to live independently with support, in a safe and secure environment.
- To manage volunteers.
- To act as a link for Customers with statutory and voluntary organisations.
- assist the Senior Supported Housing Officer to organise and deliver the Customer Framework and required outcomes including working with various groups and providing support for meetings and events
- be innovative with the ability to work on own initiative
- communicate with excellence
- have a proactive approach to problem solving
- be committed to equal opportunities
- work with flexibility including unsociable hours
- be able to manage the Health & Wellbeing aspects of the role associated with working with older persons living at a retirement living scheme

**Please note this is a customer facing role with no opportunity for remote/hybrid working  
Please submit your CVs to [recruitment@nehemiah.co.uk](mailto:recruitment@nehemiah.co.uk) for consideration for shortlisting**

Previous applicants need not apply

**Closing Date: 15th November 2024**

**Interviews:**

**1 st Stage Interview (In-person) : Monday 25th November 2024 10 AM - 12PM**

**2 nd Stage Interview : Monday 9th December 2024**

*Further details please contact: Website: [www.nehemiah.co.uk](http://www.nehemiah.co.uk) or emails: [recruitment@nehemiah.co.uk](mailto:recruitment@nehemiah.co.uk) or contact on Janet Dubidat on 0121 358 8024 or Rita Samuels on 0121 358 0966*

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### Section 3 – Job Description and Person Specification

#### JOB DESCRIPTION

<b>Post Title</b>	Supported Scheme Officer
<b>Grade/Salary</b>	<b>£16,138.63 per annum (£26,897.72 full time equivalent )</b>
<b>Hours</b>	Part-Time 21 hours per week
<b>Head Office Location</b>	1-3 Beacon Court Birmingham Road, Great Barr Birmingham, West Midlands, B43 6NN.  In this role, there will be a need to travel to attend meetings and events for the proper performance of duties and to provide cover across the service.
<b>Reporting Lines</b>	This post reports to the Senior Supported Housing Officer

#### **Our Story**

In the 1980s growing housing needs, urban deprivation and an aging African-Caribbean population posed problems, exacerbated by riots in Handsworth in 1981 and 1985. The African-Caribbean community through a variety of churches responded with the creation of the Nehemiah and United Churches Housing Association (UCHA) in 1989. Nehemiah took its name from the biblical rebuilders of Jerusalem. Throughout the 1990s Nehemiah and UCHA began to develop sheltered schemes for black elders and family housing and accommodation for singles. Nehemiah expanded into Wolverhampton and eventually into the wider West Midlands.

#### **Our Mission**

To build successful, sustainable and diverse communities by providing housing and well-being services in a culturally sensitive way to our current and our future customers. Nehemiah has a portfolio of 1,235 properties serving the multicultural African Caribbean, Asian, Irish and European communities within the West Midlands.

The Association provides homes for single people, families, couples and older persons in Birmingham, Coventry, Dudley, Sandwell, Walsall and Wolverhampton. As a landlord, we pride ourselves on being accountable and accessible to the communities we serve. As a support and wellbeing provider, we assist people to obtain and maintain tenancies, and make a major contribution in the prevention of homelessness. We have responded to the needs of our customers by providing large homes for those with extended families, specially

designed homes for people with disabilities or specific religious/cultural needs, and energy efficient homes to minimise the impact of fuel poverty.

Nehemiah is committed to serving the community and aims to build it into a thriving social unit in which people of all ethnic backgrounds feel at home and valued. The provision of good, affordable housing is the platform from which the Association has committed itself to the community at large, conveying the idea of value and a sense of caring.

### **The Role**

The role is a member of the Operations Department (specifically the Housing Service team)

### **General Description of Duties**

1. Proactively work with and influence external agencies in promoting the business of Nehemiah
2. To support the Housing service & Property service manager in the production of marketing and promotional programmes and information to customers and wider stakeholders
3. To provide customer focused housing services.
4. To facilitate the implementation of the customer engagement framework in conjunction with the Senior Supported Housing Officer and housing officers under the direction of the Deputy Housing Services Manager.
5. To support the Deputy Housing Services Manager to increase the number of customers involved and satisfied with their ability to shape and influence services.
6. To deputise for the Customer Engagement Officer/ Deputy Housing Services Manager at meetings as and when required.
7. You will be responsible for: delivering performance targets; and maintain awareness of current issues in housing, health, social care services for the needs of vulnerable people in order to share specialist knowledge and assist in business planning. This includes compiling and submitting any required data in line with Supporting People Contract.
8. As a Supported Scheme Officer you will from time to time be out in Nehemiah neighbourhoods, building successful diverse communities by providing housing and culturally sensitive services to our current and future customers.
9. You will be responsible for delivering great customer relationships - helping our customers make the most of their tenancies.
10. You will be the key contact for customers to help them resolve issues and handle queries. You will build and maintain customer relationships, from the point you welcome new customers to when they leave.
11. You will build relationships with key partners and services in the community to give access to routes to education and training and help create and maintain great neighbourhoods.
12. You will contribute to our performance targets by chasing customers for late rent, letting our homes quickly, and the effective management of the homes and customers you have.

### **Key Responsibilities:**

1. To manage the scheme, and to provide support to Customers to enable them to live
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independently with support, in a safe and secure environment. To manage volunteers. To act as a link for Customers with statutory and voluntary organisations.

2. Assist the Senior Supported Housing Officer to organise and deliver the Customer Framework and required outcomes including working with various groups and providing support for meetings and events.
3. To ensure contractual responsibilities requested by funding commissioner and stakeholder (in relation management agreement), are carried out, monitored and report submitted.

### **Support Services**

- a) To visit applicants and complete assessments
- b) To sign up new Customers and assist them in completing housing benefit and other welfare benefits forms
- c) To ensure that all Customers receive a daily call on the intercom and a visit in line with their agreed support plan.
- d) To provide a link with other support agencies, and to act as an advocate, where necessary.
- e) To provide practical, advice and general assistance, especially during illness, including first aid.
- f) To complete and review Support Plans.
- g) To ensure customers are consulted and to provide information on the quality, scope and range of services available.
- h) To follow appropriate policy as relates to any suspicions of any identified safeguarding issues.

### **Administration and Management**

- a) To maintain comprehensive and up to date records of each customers, and ensure that covering scheme managers are fully aware of the circumstances of each customers when handing over responsibility for the scheme.
  - b) To be responsible for the building and carry out regular checks of systems.
  - c) To ensure that customers understand the fire alarm system
  - d) To inspect repairs reported by customers before calling the Call Centre.
  - e) To advise on and maintain Conditions of Tenancy, in liaison with the Senior
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Supported Housing Officer and to deal with any anti-social behaviour in line with policy and procedure.

- f) To ensure proper accounting of any monies collected on the scheme.
- g) To complete returns as requested by the Supporting People Team Including outcome monitoring.

#### **On Call Duties**

- a) To perform call duties on monthly basis between Friday after 16.30 and Monday morning up to 09.00 am . An allowance of £8 per shift (total over weekend £24) will be paid as well as time claimed back in lieu for time spent attending schemes.
- b) Maintain a record of emergencies and actions taken, use of master key, and other notable occurrences.

#### **General**

- a) The Supported Scheme Officer will be required to attend and participate fully in any mandatory and other training deemed necessary for their role.
- b) To take all reasonable care that there is no unauthorised loss or disclosure of personal data or breach of confidentiality, in accordance with the provisions of the Data Protection Act 1998.
- c) To maintain professional standards of conduct, integrity, performance and personal appearance, in accordance with policies and aspirations of Nehemiah UCHA to extend and improve professional service delivery and customer care.
- d) To carry out any other tasks or duties, this may be required from time to time.

#### **Stakeholder Relationships**

You will establish and maintain excellent relationships with external partners and stakeholders by attending and representing Nehemiah UCHA at Forums and meetings.

#### **Anti-Social Behaviour**

You will provide an excellent service to customers who experience anti-social behaviour, using housing legislation and working with external partners to resolve issues quickly.

#### **Customer Engagement**

You will ensure the views of customers are captured and listened to, using the information to continuously improve services. You will attend customer engagement opportunities as required.

#### **Performance Information**

You will prepare reports and statistical information as required.

### **Property Management**

You will liaise as appropriate with Property Services staff over, voids, repairs and maintenance issues, to ensure appropriate solutions are delivered.

### **Record Keeping**

You will update and maintain all manual and computerised records in an accurate and timely manner.

### **Health & Safety**

The post holder must comply with employer's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

### **Any Other Duties**

1. You will represent Nehemiah externally in an appropriate and professional manner.
2. You will promote equal opportunities and diversity in the workplace, in the provision of housing services and in the wider community.
3. You will take responsibility for personal development.
4. The job is likely to change over time and the post holder may be asked to carry out other duties to maintain the efficiency of the Operations Department Service. The Association reserves the right to amend this job description, as the needs of the job change following discussion with you.

	<b>Person Specification</b>
<b>Qualification(s)</b>	<ol style="list-style-type: none"><li>1. Completed a broad education including GCSE's or equivalent and possession of at least a relevant NVQ level 3</li><li>2. Full current driving licence and access to a car for work</li></ol>
<b>Experience and Knowledge</b>	<ol style="list-style-type: none"><li>1. General knowledge of the Supported Housing Sector/ Young People</li><li>2. Experience of achieving targets and results</li><li>3. Knowledge and understanding of legislation frameworks.</li><li>4. Computer literate</li><li>5. Experience of interviewing and negotiating with customers</li></ol>

	<ol style="list-style-type: none"> <li>6. Knowledge of welfare and Housing Benefits</li> <li>7. Numerate and able to understand performance data.</li> </ol>
<b>Skills/Abilities</b>	<ol style="list-style-type: none"> <li>1. Demonstrates ability to build relationships at all levels across a wide range of partners</li> <li>2. Demonstrates ability to respond positively to change, and manage implementation</li> <li>3. Demonstrates ability to manage and organise workload</li> </ol>
<b>Continuing Professional Development</b>	<ol style="list-style-type: none"> <li>4. Demonstrates a willingness to embrace the use of IT to improve procedures, processes and core systems and own skills</li> <li>5. Demonstrates a willingness to develop skills and knowledge in Housing to enhance performance in the role</li> <li>6. Engages with Performance Management processes such as annual review</li> </ol>
<b>Equal Opportunities</b>	<ol style="list-style-type: none"> <li>7. Understanding of the requirements of Equality and Diversity both as an employee but also in dealing with clients of the association.</li> </ol>
<b>How we do things –</b>  <b>These are our core values and behaviours</b>	<b>What we expect from you</b>
<b>Passionate</b>	<ul style="list-style-type: none"> <li>• Listens to what customers say, delivering practical solutions to problems and issues.</li> <li>• See mistakes as opportunities to learn to improve procedures and services.</li> <li>• Proactively seeks customer feedback.</li> <li>• Strives to continuously improve the quality of the service provided.</li> <li>• Demonstrates ambition in the day to day operation of the service</li> <li>• Shows determination to achieve targets and objectives.</li> <li>• Understands performance against targets and takes action to improve where required.</li> <li>• Is proactive</li> </ul>

<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Understands the importance of policies and procedures</li> <li>• Demonstrates personal knowledge and competence but is not afraid to ask when does not have an answer.</li> <li>• Self-aware – understands the impact of own actions and behaviours on others.</li> <li>• Demonstrates organisational skills by prioritising and planning</li> <li>• Uses financial and other resources well, considers efficiency, effectiveness and value for money in decision making</li> <li>• Responds positively in all circumstances</li> <li>• Is proactive</li> <li>• Keeps colleagues/customers updated and informed.</li> <li>• Respects others' time and commitments.</li> <li>• Is dependable, trustworthy and accountable in what they do and say</li> <li>• Is open, honest, and transparent</li> <li>• Is non-judgemental, fair and unbiased</li> <li>• Respects and values cultural diversity</li> </ul> <p>Exercises professional judgement appropriately</p>
<b>Diversity</b>	<ul style="list-style-type: none"> <li>• Builds and develops effective working partnerships with stakeholders. To be able to communicate effectively face to face and over the telephone with customers and a range of organisations.</li> <li>• Able to adapt style to meet individual needs and situations.</li> <li>• Works as part of the wider Nehemiah team</li> <li>• Is committed to embracing inclusion and diversity</li> </ul>
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>• Encouraging tenancy sustainability through listening to our customers</li> <li>• Is environmentally conscious</li> <li>• Considers and suggests new systems that the organisation could adopt to reduce its carbon footprint</li> </ul>

**Behavioural Competencies**

*These competencies demonstrate the desired behaviours for success in this role. These competencies will be used to measure performance and set KPIs.*

**Active Leadership**

1. Motivates, inspires and gains support from others through mutual trust without the need to rely on hierarchy and authority.
2. Provides a compelling vision which motivates others to work towards team goals, setting clear objectives and holding people to account for results.
3. Encourages and offers support to others in challenging situations.

4. Enables team to improve their performance and develop capability.
<b>Leading Change</b> 5. Understands the need for change and embraces change in a positive manner. 6. Communicates the vision for change by engaging and facilitating others to work collaboratively to achieve real change. 7. Seeks out opportunities to effect change to improve organisational performance. 8. Develops self and others to respond effectively to change communicating change clearly to all those around them, breaking down problems and establishing facts. 9. Uses sound judgement to make informed decisions which considers financial/resource management and the local/wider economy and markets. 10. Contribute to evidence based strategies and plans which considers different options, benefits, risks and solutions to make effective decisions even in time critical situations.
<b>Organisational &amp; Strategic Perspective</b> 11. Clearly sees the bigger picture and demonstrates an in-depth knowledge of how their role supports the achievement of organisational objectives and the housing sector. 12. Contribute to clear strategies which consider the external and political context to maximise the opportunity to add value to the community and support growth.
<b>Winning Commitment</b> 13. Builds positive and trusting relationships with colleagues, partners and customers to get business done. 14. Develops internal and external networks which enable business to be delivered in an efficient and effective way. 15. Encourages collaboration and commitment with various stakeholders to deliver the best housing service.
<b>Analysis and Decision Making</b> 16. Identifies the key issues, breaking down problems and establishing facts.
<b>Creativity &amp; Innovation</b> 17. Standing back from the detail, taking a broader perspective and developing new ideas to take the organisation forward. 18. Contribute to strategies and plans which considers innovative, new approaches which are being trialled in other sectors.
<b>Delivering Results</b> 19. Demonstrates energy and tenacity in the achievement of goals. 20. Takes initiatives which often involve calculated risks and demonstrates the personal drive to do things better, more effectively, and in a way, that exceeds goals and targets. 21. Looks at new challenges and not being satisfied with the status quo but not making change for change's sake.
<b>Results Focused, "Getting things done"</b> 22. Achieves successful delivery of tasks and objectives by effectively managing others or taking direct action. 23. Takes responsibility for achieving individual objectives and contributing to team targets
<b>Planning and Organising</b> 24. Plans and organises work and activities to meet objectives whilst achieving quality and value for money. 25. Contributes to the team/project objectives by effectively setting own work plan and prioritising key tasks
<b>Working Together</b> 26. Works co-operatively and flexibly across cultures and organisational boundaries to achieve shared goals 27. Involves others to work towards shared goals and objectives 28. Works co-operatively with other members of the team and direct customers
<b>Managing Relationships and Customer Driven</b> 29. Builds positive and reciprocal relationships that benefit the association 30. Provides a high-quality service to all customers



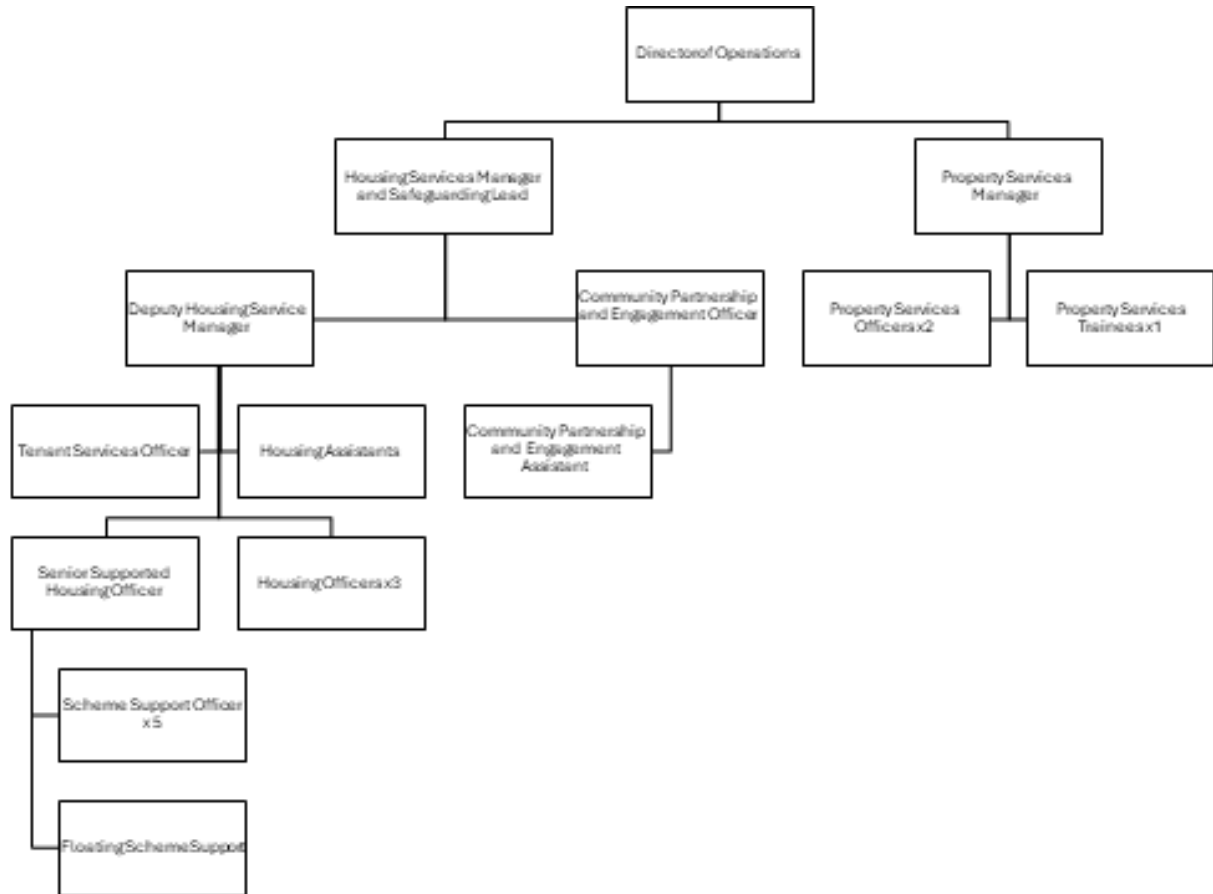
31. Plans and organises delivery of customer service

**Continuous Improvement (Striving for Excellence)**

32. Looks for opportunities to improve (self, products and/or services)

33. Delivers improvements at a team level

34. Drives self to deliver results and aspirations



**Purpose of this Job Description:**

Nehemiah considers this document as a "snapshot" of the job aimed at providing a clear guide at the time of writing. The nature of the housing market and the diverse nature of Nehemiah's current and potential activities require flexibility from all employees. This profile cannot therefore ever be an exhaustive list and the post holder may be required to take on additional operational and /or strategic responsibilities commensurate with the post as the business requires.

## Section 4 - Summary of Employment Terms and Conditions

### **Post**

Supported Scheme Officer Post: Dudley

### **Condition of Offer**

All posts are offered subject to receipt of satisfactory references /checks that meet with our approval also compliance with the Asylum and Immigration Act.

### **Probation**

This post is subject to a probationary period of six months, during which time assistance and guidance will be given to help the individual become familiar with and competently empowered in their work. Subject to a satisfactory completion of this period, your position will then be confirmed.

### **Hours of Work**

This is a Part Time permanent role working 21 hours a week (day pattern to be agreed)

Office hours are 9.00 am to 5.00 pm Monday to Thursday 9.00 to 4.30 Friday

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### **Salary & Benefits**

- £16,138.63 per annum (£26,897.72 full time equivalent)
- Salary Payment will be made on the 20<sup>th</sup> of each month directly into bank account
- Pension Scheme – CARE Defined Benefit Scheme

### **Annual Leave**

- 28 days including bank holidays based on statutory provision of 5.6 weeks, holidays are accrued on a monthly basis.
- Approximately 2 day concessionary days

### **Contract Term**

This is permanent position

### **Maternity & Paternity**

These are given in accordance with statutory guidelines

### **Induction**

All new employees will have an induction programme. This Programme will be tailored to an individual's requirement and will include the Associations policies and procedures.

### **Performance Management**

Performance Management at Nehemiah UCHA is based on a competency framework and includes process to review; probation, 1-2-1 supervision and the annual performance management review.

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## **Disability Confident Employer Standard**



By acquiring this standard the association will ensure that it:

- interviews all applicants with a disability who meet the minimum job criteria and consider them on their ability
- That the association will also make effort to retain individuals who may become disabled during their employment

## **Investors in People (IIP)- Gold**



This is a national initiative awarded to organisations meeting the requirements of the standard entitling it to call itself an “Investor in People”.

Its main purpose is to ensure that organisations awarded the standard trains and develops all employees in a systematic way to meet both Organisational and individual needs – Nehemiah is an “Investor in People” organisation.

## **Pension**

For the purposes of the Welfare Reform and Pensions Act 1999 Nehemiah has designated the Pensions Trust as its stakeholder pension provider. You will be automatically enrolled into this scheme. Details of the scheme and the rules are available from the Finance Director .

Nehemiah will match employees contributions at the rate of a minimum of 4% and a maximum of 9% per year of your basic annual salary into this scheme.

## **Section 5- The Selection**

The selection process will consist of a panel interview and a series of scenarios to assess your Scheme Management experience.

## **Induction**

Nehemiah views the successful Induction of its new employees as paramount and accordingly will ensure that a comprehensive induction process is implemented for all new employees. This process will include the following:

- Completion of administrative papers
  - Introduction awareness of Nehemiah’s vision, Mission and Values, and how these informs its activities
  - Introduction to fellow colleagues
  - Housekeeping issues such as key policies and procedures
  - Cross functional understanding of how other departments work and contribute to the ‘whole’ Nehemiah ethos
-