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| **PLEASE COMPLETE AND RETURN** (Please note these criteria will be verified throughout the recruitment process)We want to compare your experience, skills and knowledge with the requirements of the post. You should therefore demonstrate and evidence how you meet each criterion. The Selection Panel may consider candidates, who do not meet all of the “desirable” requirements, therefore you should ensure you complete all sections.  |
| EXPLAIN HOW YOU MEET THIS CRITERIA: (Provide specific examples for each criterion) |
| **SECTION 1 - ESSENTIAL**  |
| 1. **Evidenced**
 |
| Minimum 3 x SCQF Level 5 or equivalent |  |
| Minimum CIH Level 3 or equivalent demonstrable experience in a similar role  |  |
| 1. **Self-Assessment**
 |  |
| Experience of tenancy management functions including: *rent collection and management, assignation, succession, sublets and tenancy changes.*  |  |
| Strong time-management, planning & organisational skills |  |
| Proven ability to multitask |  |
| Excellent verbal and written communication skills |  |
| Proficient ICT skills and reporting experience (Microsoft office & Housing Software) |  |
| Committed to GWHA values: Inclusive, Considerate, Accountable, Resourceful, Ethical |  |
| **SECTION 2 – DESIRABLE**  |
| 1. **Self Assessment**
 |  |
| Experience of working in a fast paced, registered social landlord environment |  |
| Knowledge of Home Master (housing management database) |  |
| **SECTION 3 – SUPPORTING STATEMENT**Please tell us why you are right for this role (maximum 500 words) |
|  |

(please use a separate sheet if necessary)