YMCA
NORTH TYNESIDE

Job Description	
Job Title:	Housing Safety and Compliance Officer
Contract Type:	Permanent
Salary (FTE)/Hourly rate of pay:	£29,500 per annum (£110 per month essential car user allowance is also payable)
Hours of work per week:	37.5 (inc. flexible working, occasional evenings, weekends or bank holidays)
Responsible to:	Health & Safety and Compliance Manager
Location:	Reading or Gloucester (Field Based)

Organisational context:

YMCA North Tyneside is a Voluntary Sector Organisation undertaking youth and community programme work in areas of North Tyneside, South Tyneside, and Teesdale. We are part of the worldwide YMCA movement, which started in London in 1844 has grown to become the world's largest and oldest youth movement.

Now, more than 175 years later, YMCA is operating in 119 countries, with 64 million people reached annually around the world. Guided by our Christian values, we believe everyone has potential, and we serve our communities so that all can hope, belong, contribute and thrive.

YMCA North Tyneside is a registered provider of social housing and operates a number of supported accommodation schemes across the North East. Additionally, YMCA operates in the role of intermediary landlord with a number of non-regulated support providers to create viable housing solutions for 100's of homeless people or those in need of care, support or supervision.

Our Housing Health & Safety and Compliance Officers are primarily involved in this type of work, ensuring that the work of these partner organisations meets and exceeds the requirements of the Regulator for Social Housing and other quality assurance frameworks.

Job purpose:

Our Compliance Officers are responsible for ensuring that all residential properties managed by YMCA North Tyneside (and their partners) comply with legal safety standards and regulations. This role involves conducting on-site inspections, identifying potential hazards, and reporting on required corrective measures in areas such as gas, electrical systems, fire safety, asbestos management, and general property maintenance. The Officer will maintain accurate documentation and provide regular reports to YMCA's Health & Safety and Compliance Manager.

Please note:

YMCA's portfolio is spread throughout England and the role will involve significant levels of travel. Applicants must have a current driving licence (with minimal endorsements) and have access to a vehicle that they are insured to use for business travel.

Main Duties & Responsibilities:

Working closely with YMCA North Tyneside's housing partners the Officer will be a champion for compliance; driving standards and ensuring properties meet and exceed regulatory requirements.

Inspections and audits

- Attend properties during onboarding or acquisition phases to carry out physical compliance inspections where required.
- Conduct regular, comprehensive inspections of residential properties to assess their compliance and identify any current or potential hazards within the scope of the housing regulations, building codes, and safety standards regarding gas, electricity, fire safety, asbestos, water systems etc
- Ensure all property documents are compliant with housing regulations e.g. Exempt Accommodation rules and Housing Health & Safety Rating System (HHSRS).
- Document findings of hazards and safety concerns in detailed reports, including photographs in a timely fashion.
- Conduct Tenant Satisfaction Measure surveys with residents.
- Assist with internal compliance inspections and follow-up actions to completion.

Compliance management

- Keep up to date with relevant housing, building and safety legislation and internal policies.
- Undertake training as required.
- Contribute to inhouse training to help improve the knowledge and skills of support and maintenance workers.
- Work with partner organisations proactively to help ensure that required safety checks are completed on time; including gas safety checks, electrical safety testing and fire servicing.
- Track and maintain record of inspections, repairs, compliance certifications for each property in our database systems.

- Assist with H&S inspections, reporting, and documentation.
- Help ensure Health & Safety actions are accurately logged, monitored, and followed through.

Repair and Remediations

- Coordinate with property management teams to issue repair orders following site inspections.
- Follow up on required actions to ensure that works have been completed to standard, within the required timeframes.
- Reinspect properties if required.

Reporting and Analysis

- Generate reports for their area detailing the compliance trends, identified risks and corrective actions taken.
- Analyse inspection data to identify potential areas for improvement and discuss with the Health & Safety and Compliance manager of implementing preventative measures.

Person Specification

Experience	
Understanding of the building code, safety regulations and relevant housing legislation related to gas, electricity, fire safety and general property.	*Essential*
Proficiency in conducting thorough inspections of residential properties, identifying potential hazards, and accurately documenting findings.	*Essential*
Proactive and creative approach to relationship-building and problem-solving, with a strong attention to detail.	*Essential*
Excellent verbal and written communication to interact with tenants, and management effectively.	*Essential*
A knowledge of the work of supported accommodation providers and social housing quality frameworks.	*Desirable*

Skills	
Able to use a variety of software packages (e.g. Word, email, advanced excel, database)	*Essential*
Able to keep information (Electronic) organised, easily accessible at all times	*Essential*
Personal CPD and ongoing review of new legislation and industry guidance.	*Essential*
Full driving licence & access to own transport covered for business insurance use	*Essential*

General:

It is in the nature of the work at YMCA North Tyneside that tasks and responsibilities are in many circumstances unpredictable and varied, therefore, this job description is not an exhaustive list of duties and responsibilities but is intended to reflect a range of duties the post-holder will perform in line with their remuneration. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

This role will involve liaison with senior management to review and assure exceptional delivery of the strategic plan and the organisational mission and vision.

This post requires proof of right to work in the UK, satisfactory references and a satisfactory enhanced DBS Disclosure (the cost of which will be met by the employer).

Equal Opportunities:

YMCA North Tyneside is committed to eliminating discrimination and encouraging diversity amongst the workforce. We aim to be an equal opportunities employer and we are determined to ensure no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.