



Homes that change
people's lives

Job Advert: Maintenance Officer

Details

Reference

002189

Salary

£29,500

Department

Support Services

Hours

36.5

Job Type

Permanent

Location

Gloucester & South Gloucestershire

Closing Date

Friday, 09 January 2026

Planned Interviews

Tuesday, 13 January 2026

Job Description

Elim Housing Association is a provider of housing and support services in the West of England and Gloucestershire, our vision is 'to meet housing needs and deliver homes that change people's lives'. Elim's aim for its customers is to ensure that the housing and services Elim provide serve as a platform for growth, facilitating all our customers to achieve their aspirations. In this way, we make our homes truly life changing by ensuring that our service has a positive impact long after a person has left Elim accommodation.

Elim **CARES** Values were created in partnership with our customers, staff, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully:

- C Customers First – Customers are at the heart of our services and decision making.
- A Aspirational and Accountable – We are ambitious for our customers, staff, and stakeholders. We work with integrity, learn from mistakes and do what we say we will.
- R Results – We work hard and deliver great results for our customers and for Elim.
- E Everyone's view matters – We listen to understand, improve and build our services
- S Supportive – We tackle challenges head on and inspire each other to achieve our potential.

Purpose:

The Maintenance Officer works with the Supported Housing teams in Gloucester and South Gloucestershire, Asset management team and contractors to ensure the buildings offer safe, good quality accommodation. The services are designed to help people who have experienced homelessness to find stable, long-term home. Your main responsibilities include leading with health and safety, compliance, identifying repairs and either rectifying the damage or raising the repair order

You will be an ambassador for Elim, leading by example to represent our values, vision, and aspirations in delivering services, and provide services that contribute to Elim's Business plan, ensuring such services are delivered in line with our Psychologically Informed Framework and practice. You will ensure all services are delivered using the Elim CARES values

What you will be doing:

1. Identifying maintenance issues and undertake basic repairs when appropriate
2. Completing Health and Safety compliance of properties, ensuring that routine checks and necessary works are carried out in a timely and professional manner.
3. Liaison with contractors and suppliers to ensure their work is carried out in a timely and professional manner, to the standards required by the association.
4. Communicating in a professional manner with residents, Elim teams, and contractors to ensure that issues relating to the fabric of properties and health and safety are resolved as swiftly as possible.
5. Contribute towards achieving performance targets, specifically void and re-let times and utilisation, by ensuring vacated rooms are returned to a lettable condition as quickly as possible.
6. To be responsible for compliance actions
7. To provide reports or information as requested by Elim Management.
8. To record all work conducted professionally and in line with Elim policies and procedures.
9. To use IT as appropriate for recording and reporting.
10. To seek best value for money for the association.
11. To work across services as and when required to ensure the delivery of service is maintained which will include travelling between schemes.
12. Ability to maintain clear and up to date records both written and electronically.
13. Hold a driving license and ability to work across the support services locations.
14. Ability to communicate effectively with residents, colleagues and contractors..

Person Specification

What you will need to be successful:

1. Be able use your initiative, whilst being an integral member of the supported housing team.
2. Be proactive in identifying maintenance required and plan own work including prioritising tasks and taking other priorities into account.
3. Work proactively and productively with others, ask for help or guidance when needed and respond positively to requests for help from others.
4. Communicate clearly and accurately with residents, colleagues, managers and external contractors/agencies.
5. Knowledge of Health and Safety requirements for supported and intensive housing management schemes
6. Always reviews your work and look to improve it, seeing change as positive and being able and willing to take on new ideas.
7. Understand what Elim is trying to achieve and makes a positive contribution to Elim's vision.
8. Understand own strengths and weaknesses and always tries to improve your own performance.
9. Understands value for money and always try to achieve this in your area of responsibility
10. Valid and current drivers license needed

Benefits

Elim recognises our highly skilled and dedicated colleagues are our greatest asset in achieving our vision. Elim colleagues benefit from:

- 25 days annual holiday rising to 30 days.
- Paid day off for your birthday each year.
- Access to training and career development through Elim Skills Academy
- Flexible working
- Company pension.
- Life Assurance.
- Health cash plan, which includes discounts to a wide range of shops and services.
- Free onsite car parking

For full details of Elim's benefits, culture and values please visit our website where you will also find colleague stories, sharing what it's like working for us.

Contact Us

Units 3 & 4, Pinkers Court,
Briarlands Office Park, Gloucester Road,
Rudgeway, South Gloucestershire
BS35 3QH

About US

Providing homes, supporting people.

Elim Housing is a socially responsible business delivering quality homes and support services which positively change people's lives.

Call: 01454 411172

Email: HR@ElimHousing.co.uk

We engage and innovate, and work in collaboration with others to enhance the wellbeing and independence of individuals and communities.