



Homes that change
people's lives

Job Advert: Supported Housing Officer

Details

Reference

002358

Salary

£26,000-£28,000

Department

Supported Housing

Hours

36.5

Job Type

Permanent

Location

South Gloucestershire

Closing Date

Wednesday, 29 July 2026

Planned Interviews

Wednesday, 05 August 2026

Job Description

Elim Housing Association is a provider of housing and support services in the West of England and Gloucestershire. We are looking for a Supported Housing Officer to join our team.

'Although it might be a challenging role at times, it is so rewarding and a privilege to be part of people's life's journey. If you'd like to make a difference in your career and other's people lives, this role is for you. Elim is a supportive organisation with a great sense of community and fairness. I have felt so encouraged and supported since the minute I started.'

Elim Colleague

This role will be offering Psychologically informed housing and support to vulnerable adults in two, six bedroom houses located in South Gloucestershire.

The Supported Housing Officer will be responsible for providing low to medium tailored 1-2-1 support to 11 residents, both men and women between the age of 18 and 65 who are at the risk of homelessness. We support residents to sustain and gain the confidence and skills to successfully maintain their tenancy and to secure permanent housing to enable them to live independently.

What you will be doing:

- Monitor and manage rent accounts, ensuring arrears are addressed in line with organisational procedure
- Establish and maintain trusting relationships with individuals, maintaining regular contact and facilitating a co-produced planned programme of support. establish and maintain trusting relationships with individuals, maintaining regular contact and facilitating a co-produced planned programme of support
- Deliver welfare benefits and budgeting advice to individuals to ensure their income is maximised and financial resilience and capacity increased
- Assist individuals to identify and access appropriate move on accommodation
- Promote opportunities and encourage the raising of aspirations of the individuals you support in education, training and employment
- Carry out regular compliance checks, including room inspections.
- Conduct health and safety checks in line with company policies and legal requirements.

- Perform weekly fire alarm tests and ensure accurate records are maintained.
- Identify, log, and report maintenance issues promptly, following the appropriate reporting procedures.
- Support a safe, compliant, and well-maintained environment at all times

Person Specification

- Excellent communication skills, with the ability to communicate at all levels both orally and in writing, tailoring to individual need when required
- Ability to work in partnership with multiple agencies, including statutory agencies to improve outcomes for those receiving our services
- Empathy with the causes of homelessness for vulnerable parents and the barriers they face.
- Ability to identify and raise the aspirations of those receiving our services, encouraging education, training and employment
- Ability to maintain accurate and up to date records by using common Microsoft Office packages, Excel, Word, Outlook and other systems and software

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
- Company pension.
- Life Assurance.
- Annual bonus.
- Health cash plan, which includes discounts to a wide range of shops and services.
- Free onsite car parking
- Ability to work from home on occasion to complete training and admin.

Contact Us

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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.

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