



Southwark Group of Tenants Organisations

Bells Gardens Community Centre,
19 Buller Close, London,

Campaigning for Housing Rights and Council Homes

SE15 6UJ

POSITION: - TENANT AND RESIDENT OUTREACH OFFICER

SALARY: - £26,000 pro rata (36 hrs per week)

DURATION: - Permanent contract.

COMMENCING: - Immediate start.

The Southwark Group of Tenants Organisation (SGTO) is a borough wide community organisation that supports tenants and residents within the London Borough of Southwark. We are a voluntary organisation mainly funded by the Local Authority.

We are seeking to recruit a candidate with relevant experience and in-depth knowledge in social housing. The successful candidate would be covering North Side of the borough and therefore required to have good knowledge of the area. Knowledge of the TRAs in the area would be an advantage but not essential as relevant induction is available.

You must have excellent skills in communication both in writing and speaking of English language. Good IT skills and public relations. You will need to demonstrate the ability to support existing Tenants and Resident Association (T&RA) in achieving their goals by providing practical resources and advice. The post holder will be responsible for supporting Tenants and Residents in setting up new groups and associations. You will have demonstrable skills in Community Engagement and Capacity Building.

Responsibilities also includes working with Tenants & Resident's Associations to improve the involvement and participation of their membership. You will train the TRA committee members on how to produce and use information leafleting and newsletters to enhance their community development support. You will attend evenings and weekend meetings on a regular basis.

The post holder will carry out such other duties commensurate with the post as required from time to time by management.

NEWSLETTER PUBLICATION & CASEWORK - Provide Quality articles for SGTO

- Bi-Monthly Newsletter publications
- Responsible for Casework of residents' issues as required
- Organise regular training / workshops on relevant topics to residents.

FOR APPLICATION FORMS PLEASE E-Mail: margaret@sgto.co.uk

APPLICATION FORMS MUST BE sent to margaret@sgto.co.uk

Tel: 0207 639 6718, Fax: 0207 732 2585, Email: info@sgto.co.uk, Website: www.sgto.org.uk

Charity Registration:1130043 , Company Registration: 6406353