

## Job Opportunity with Ownership Options in Scotland

An opportunity exists to join Ownership Options in Scotland (OOiS) for a one year contract (with the possibility of a further year) as a Housing Options Broker (HOB). The post carries a salary of £25,000 for full time equivalent of 37 hours per week.

OOiS is a Scottish Charity which helps disabled people to find “The Right House, in the Right Place”. We provide a free, personalised housing options service which is open to people with physical impairment, learning difficulties and people with mental health problems.

OOiS is well regarded in the voluntary sector and in 2010 was selected as a key partner by the Scottish Parliament at Holyrood. In 2011 year we were shortlisted for a Charity Times Award.

We feel we can offer interesting and worthwhile work in a supportive environment. Our training programme is flexible and person centred and will provide useful and transferable skills for the candidate whilst broadening the expertise of the team and allowing us to take on more clients.

The organisation has access to a shared office in Edinburgh however the staff team work from “remote” locations (thanks to a cloud based server) coming together for team meetings, training and supervision. There is daily contact amongst the team by phone, email and Skype.

The essential physical requirements of the role would be that the candidate has internet access, is able to use a telephone and a laptop (although OOiS would seek to supply specialist equipment if necessary) and is able to travel to Edinburgh or Glasgow at least monthly for team meetings and face to face supervision.

The working hours are very flexible and can fit in with other commitments that the candidate may have. In order to benefit from the placement we feel that 25 hours per week would be the minimum requirement (particularly in the first 3 months when the training is most intensive).

The main task of the HOB is to provide detailed housing advice and information to clients. This is done primarily by telephone, email and letter. Some clients require a home visit and there may also be case conferences or planning meetings to attend. Each Ownership Options client receives a detailed Housing Approach Report (HAR) outlining all their potential housing options. Clients can then choose whether to act upon the advice themselves or to return to their HOB for ongoing advice and support. After training a full time HOB would expect to have a caseload of 75 clients.

Any training would be tailored to suit the needs of a particular candidate but as a minimum would include:

Accredited training, in Housing Information and Advice provided by Shelter Scotland. The training is online and takes approximately 3 months to complete (based on 3 hours per week).

One to one training in communications skills provided for us by Hilary Jones of the Royal Scottish Academy of Music and Drama. This is generally a half day with a further half day follow up.

Disability Equality Training provided for us by an accredited trainer from Lothian Centre for Inclusive Living.

Once the candidate feels confident with the main HOB tasks we would like to use his/her expertise to develop our links with current and ex service personnel. We know that there is scope to develop our work and reach out to people who do not tend to apply to us.

This outreach may take the form of organising and speaking at road shows or developing materials for our website. It may also involve representing OOiS at meetings with other voluntary sector providers. It would certainly allow the candidate to use his/her knowledge to directly benefit others.

Further information can be obtained by contacting Moira Bayne on 07525 614743 or by email to [moira@oois.org.uk](mailto:moira@oois.org.uk).

Moira Bayne

Director

Ownership Options in Scotland

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