

CURRENT VACANCIES



Office Administrator

Location - Dunfermline, Salary - £20,000 pro rata plus £2,200 pension contribution

Lar Housing Trust is a Scottish Charitable Incorporated Organisation with its mission to build homes where people can put down roots and live affordably within their communities.

Lar Housing Trust was set up in 2015 and has homes which are available at mid-market rent in villages, towns and cities across Scotland. Lar both builds these homes and also operates them once constructed, providing letting, factoring and repair services to our tenants.

We are continuously developing and due to our growth, we are looking to appoint an Office Administrator to support Lar in our work with tenants, contractors and others. Reporting to our Office Manager, you will take a lead role in managing all office-based administrative work.

The Role

You will assist the Lar team in all paperwork, handling of customer/supplier information liaising with our internal team and contractors and managing communications.

Key Accountabilities

- Handling requests by telephone and email.
- Sorting mail and deliveries.
- Reception duties and setting up of meeting rooms, including the provision of tea and coffee to visitors
- Preparation of documentation, including board materials and marketing documents.
- Dealing with all office paperwork.
- Maintaining excellent procedures with detailed documenting.

Role Requirements

- Previous experience in similar administrative role.
- Good written and verbal English.
- Understanding numeric data.
- Good all-round administrative abilities.
- Proficiency in Microsoft Office and Excel to advanced level.

Personal Attributes

- A resourceful person with high accountability standards, who is results driven, possessing problem-solving skills and a strong empathy with people.
- Highly experienced administrative skills.
- Self-motivated and self-starter.
- Accuracy and attention to detail.
- Excellent communication skills, both written and verbal.
- Excellent computer and keyboard skills with high-level proficiency in Microsoft Outlook, Excel, Word, Powerpoint packages.
- Efficient and adaptable.
- Maintain calm under pressure, have a positive and flexible attitude.
- Good organisation and prioritising skills.

We have a small, busy office team and this position will match only those who prefer this type of work environment. This is an office based role and home working will not be possible on a regular basis.

The right candidate will be offered the salary of £20,000 (pro-rata to £12,000 per annum), plus 11% pension contribution, working in a part-time role, three days per week (Monday, Wednesday and Thursday 9am to 5pm).

The position will suit someone who thrives on variety, job ownership and accountability and who is able to work without supervision. This person is resourceful and self-driven, results orientated, able to motivate themselves, taking pride in a job well done and able to relate to others with empathy and patience.

Apply by sending most recent CV and covering letter to info@larhousingtrust.co.uk by close of business on 30 September 2021. References will be required from the successful candidate.

PROPERTY MANAGER - EDINBURGH

RESPONSIBLE TO: Operations Manager

LOCATION: Edinburgh (Regular visits to Dunfermline Head Office)

REMUNERATION: Initially £24,000 basic salary + £2,400 (10% car allowance and £2,640 (11%) non-contributory pension contribution to company scheme.

HOURS: 35 hours per week (including one weekend day per month and varied hours during the week).

1. Background

LAR Group includes LAR Housing Trust - a charity set up to buy/build homes across Scotland for long-term rent at mid-market rent, LAR Property Management Community Interest Company - responsible for letting, management and maintenance of Lar's units and factoring of a number of private developments, and LAR Projects Limited - responsible for development of units for Lar and others.

Lar started its acquisition programme in October 2015 and has over 660 homes occupied and rented out in Ayr, Aberdeen, Blairgowrie, East Lothian, Edinburgh, Fife, Glasgow and Midlothian with a considerable number of homes under construction taking the overall stock close to around 900 homes over the next two years.

Lar is now looking for a Property Manager to cover its portfolio across the City of Edinburgh. This would include all aspects of property and tenancy management for the portfolio, as well as marketing and letting new developments as we acquire them.

There may also be support required to cover Glasgow and Aberdeen areas from time to time.

The hours for this role will be flexible, but the role will include the requirement for availability at evenings and weekends as required. This may

therefore suit someone who is looking for the ability to manage their own diary outside of traditional working patterns.

Overall, Lar has 17 staff members and the Property Manager will join the Operations Team currently consisting of two Operations Managers, Asset Manager and four Property Managers, two Administrators and a Maintenance Co-ordinator.

Following an induction period in the Dunfermline head office, the successful candidate will be working from home with daily visits to sites across Edinburgh and weekly visits to the Dunfermline office.

The applicant must hold a clean driving licence and have access to a car, have experience of property management and it is desirable to have a LETWELL or ARLA qualification.

2. Role

To be responsible to the Operations Manager for all tenancy property matters including:

- ◆ Overall management of a designated portfolio of developments to ensure our tenants have a great place to live both in terms of their homes and the wider development ensuring that Lar's performance standards are met, properties meet all regulatory and Lar's own standards, and that services are delivered to Lar's customer service standards;
- ◆ Marketing properties and carrying out tenant viewings, reference checking, inventory creation, arranging deposit collection and tenancy sign-ups;
- ◆ Monitoring and managing rent accounts including taking appropriate action if rent arrears occur in line with Lar's Rent Arrears Procedure;
- ◆ Carrying out regular estate inspections and annual property inspections and promptly arranging any remedial works / actions required;
- ◆ Dealing with all tenancy issues as reported, including Anti-Social Behaviour, property damage and neighbourhood issues;
- ◆ Dealing with low level complaints in line with Lar's Complaints Policy;
- ◆ Providing regular reports on all Key Performance Indicators including void times, rent arrears, lettings, repairs, complaints and any other

reports as required;

- ◆ Liaising with Asset and Repairs Teams and with Lar's preferred contractors for void works, responsive repairs and cyclical repairs including compliance works as they are identified to ensure that properties continue to meet the Repairing Standard;
- ◆ Collect feedback and annual surveys of tenants (and potential tenants) and reporting and implementing any findings to ensure that Lar is best meeting its charitable objectives and providing a high quality of service to its tenants;
- ◆ Lodging deposits in line with regulatory requirements and managing deposit release process at the end of tenancies, including any disputes;
- ◆ Regular promotion of own portfolio across Lar's social medial channels; and
- ◆ All other activity related to the above, as discussed with the Operations Managers.

3. Person Specification

The candidate will be a motivated individual who:

- ◆ Has relevant and current experience in a property management / letting role;
- ◆ Has experience of customer service;
- ◆ Has a strong track record in delivery of results and achieving commercial targets;
- ◆ Has obtained their LETWELL qualification;
- ◆ Has good interpersonal skills, a track record in relation to tenant management; and

4. Competencies

The candidate is expected to be able to demonstrate the following competencies:

- ◆ Customer service;
- ◆ Delivery focus;
- ◆ Professionalism;
- ◆ Team working.

5. Applications

A current CV (including 2 references) together with a personal statement should be submitted to: info@larhousingtrust.co.uk by 12 noon on 27 August 2021

For further information or to discuss the role further please contact:
info@larhousingtrust.co.uk

It is expected that interviews will be held in August / early September 2021.



QUANTITY SURVEYOR / CONTRACTS MANAGER

RESPONSIBLE TO: Managing Director – Lar Projects

LOCATION: Dunfermline

REMUNERATION: £36,630 to £44,400 p.a. depending on experience and qualifications, made up of £33,000-£40,000 salary and £3,850 to £4,400 (11%) non- contributory pension contribution to company scheme.

HOURS: 35 hours per week

1. Background

Lar is seeking a Quantity Surveyor or other suitably experienced individual to work as part of Lar Projects team to assist in the delivery of multiple construction projects where Lar is both the developer and main contractor.

The role may include elements of Contract Management, Commercial Management and Project Management.

LAR Group includes Lar Housing Trust – a charity set up to buy/build homes across Scotland for long-term rent at mid-market rent, Lar Projects Limited – responsible for acquiring sites, securing permissions and constructing residential units for Lar and others, and Lar Property Management Community Interest Company – responsible for letting, management and maintenance of Lar's units.

Lar started its acquisition programme in October 2015 and has over 660 homes occupied and rented out in Ayr, Aberdeen, Blairgowrie, East Lothian, Edinburgh, Fife, Glasgow and Midlothian with a considerable number of homes under construction taking the overall stock close to around 900

homes over the next two years.

This role will involve working closely with Lar Projects team and external consultants to secure and deliver sub-contractor services for the construction phase. This will involve using the pre-construction design information to produce bills of quantities and assemble work packages for tendering. It will also include identifying suitable subcontractors, tendering the work packages, agreeing contracts and programmes, and working with the Construction Manager and Site Manager to deliver all the required services for the construction phase of each development.

The role will require close working with the wider project team to successfully deliver Lar's main contractor duties and deliver construction projects on time and on budget.

Overall, Lar has 15 staff members and the Quantity Surveyor/ Contracts Manager will join the Lar Project's team currently consisting of the Managing Director, Project Director, Development Director and Construction Manager.

The Site Management team will be assembled as projects move to the construction phase.

The position is primarily based at Lar's head office in Dunfermline with occasional travel to Lar's construction sites and sub-contractors' offices. A driving licence and access to a car for work is required. The primary hours for this role will be 9am -5pm Monday to Friday.

2. Role

To be responsible to the Managing Director of Lar Projects to ensure successful transition of construction projects from the pre-construction to construction phase, and management of sub-contractors during the construction phase to ensure the successful delivery of projects on time and on budget:

- ◆ Assisting with cost planning of Lar's construction projects in the concept and design phases to inform the design process and specifications, and to ensure the required information is in place as projects move towards construction.
- ◆ Analysing the requirements of the project to identify the commercial risks and opportunities and carry out value engineering.
- ◆ Preparing sub-contractor works packages, planning the delivery of the project and the program for the works.
- ◆ Assembling design & specification information into works packages for tendering, selecting appropriate sub-contractors, managing the tender process, analysing tender returns, working with the Projects team, negotiating, and appointing sub- contractors to carry out works.
- ◆ Monitoring sub-contractor performance during the construction phase, encouraging and developing contractual awareness and performance, to ensure contracts are fulfilled, and rigidly maintaining records, notifications, and change control procedures.
- ◆ Working with the Construction Manager and Site Manager to ensure the successful delivery of the sub-contracts, coordination of works, and overall successful completion of projects.
- ◆ Attending site meetings, ensuring coordination of sub-contractor works packages, and delivery of main contractor services by Lar as required for sub-contractor works.
- ◆ Assisting the Construction Manager and Site Managers to ensure robust Health & Safety compliance and delivery of the highest standards of Health & Safety on Lar's sites.
- ◆ Reviewing sub-contractor performance during works to build a network of trusted sub-contractors for future work.
- ◆ Working closely with the Projects team, assisting in expanding the resources and capabilities of Lar Projects to deliver an increasing number of sites as main contractor.
- ◆ All other activity related to the above, as discussed with the Managing Director of Lar Projects.

3. Person Specification

The person will be a motivated individual who:

- ◆ Has relevant and current experience of construction, particularly the construction of flats and houses, both new build and conversions;
- ◆ Has appropriate experience in assembling works packages, preparing bills of quantities, and managing the sub-contractor tendering process;
- ◆ Has a strong track record in delivery of results and achieving commercial targets;
- ◆ Has good interpersonal skills, a track record in relation to staff and sub-contractor management;
- ◆ Has experience and/ or relevant qualifications in Quantity Surveying, Contracts Management and/or related disciplines.

4. Competencies

The candidate is expected to be able to demonstrate the following competencies:

- ◆ Delivery focus;
- ◆ Professionalism;
- ◆ Team working.

5. Applications

A current CV (including 2 references) together with a personal statement should be submitted to: info@larhousingtrust.co.uk.

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