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| **RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION** |

**LEAD FACTORING OFFICER – 1 year contract**

**Recruitment Pack**

Thank you for your interest in the position of Lead Factoring Officer with the Association.

This recruitment pack is intended to give you all the information and guidance you will need to make the best of your application.

**Please note – the closing date for application is 12 noon Friday 5th August, 2025 and we will not accept any form submitted after that time.**

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| **ABOUT THE ASSOCIATION** |

Rutherglen and Cambuslang Housing Association is a Registered Social Landlord operating in the Rutherglen and Cambuslang areas. It is a not-for-profit charity registered with the Office of Scottish Charity Regulator (OSCR) and operates under the 2020 Charitable Model Rules.

As of 1st April 2025, it,

* Owns and manages 873 rented properties and 8 shared owners
* Leases 4 residential care homes
* Rents 3 commercial units
* Provides a range of factoring services to 937 owner occupiers and commercial units
* Service a Nursery and the Aspire Business Centre

Through its non-registered subsidiary, the Aspire Community Development Company, implements its wider role and community regeneration projects.

**The Management Committee**

The Association’s Rules allow for a maximum of 15 members on the Management Committee and as of 1st April 2025 there are 11 elected members.

**Staff**

The Association currently employs 18 members of staff to deliver the full range of housing repair and tenancy and community support services.

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| **Our Purpose** |

**The Vision**

Providing a home not just a house

**Our Mission**

To deliver high quality affordable housing and services with care and expertise which empower our customers and meets their needs.

**Our Values**

Fairness

Make a difference through excellence

Putting customers first

Professionalism

Recognition

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| **Strategic Objectives 2024- 2027** |

As part of the review of the Business Planning process the Management team including Senior Officers and Committee members met to identify the Association’s Strategic Objectives for the next 3 years from 2024– 2027.

In setting these, the team took into consideration the Association’s:

* Reviewed Vision, Mission and Values
* Internal and external environments it works within
* Regulatory and statutory requirements and obligations
* Future challenges and risks
* Commitment to be more than just a landlord
* Areas of strength as well as its weakness
* Future financial stability

Arising from these, 4 strategic objectives were identified:

**Objective 1 -** Proactively seek out and maximise opportunities to enhance the provision of high-quality homes and neighbourhoods

**Objective 2 -** Expand our presence and activities to grow our community regeneration and engagement to meet local needs and aspirations

**Objective 3 -** Value and develop all our people by celebrating our achievements and effective succession planning

**Objective 4 -** Continue to deliver robust financial and governance outcomes

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| **Assurances** |

**Assurance Statement**

The Association is required to submit an Annual Assurance Statement to the Scottish Housing Regulator no later than October.

The statement is a declaration by the Management Committee that it has received sufficient assurance to satisfy members that the Association is complying with its regulatory requirements and standards. Where these are not being met, the statement will declare those areas of non-compliance and proposals to make improvements.

The statement will be made publicly available via the Association’s website and newsletters. It is also available on the Scottish Housing Regulator’s website at

<https://www.housingregulator.gov.scot/landlord-performance/landlords/rutherglen-and-cambuslang-housing-association-ltd>

**Engagement Plan**

The Association is currently assessed as:

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| **Compliant**  The RSL meets regulatory requirements, including the Standards of Governance and Financial Management. |

The Engagement Plan is available on the Scottish Housing Regulator’s website at

<https://www.housingregulator.gov.scot/landlord-performance/landlords/rutherglen-and-cambuslang-housing-association-ltd>

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| **THE APPLICATION FORM** |

**Completing the Form**

Your application should by either typed or can be handwritten so long as it is clear and legible. If handwriting it, please use black ink for photocopying purposes.

Please do not send in or attach your Curriculum Vitae as this will not be considered as an application.

**Your Skills, Knowledge & Experience**

The content and quality of your application reflects your professionalism and commitment to securing the post and working with Rutherglen and Cambuslang Housing Association.

The selection panel will assess your application against the essential and desirable criteria given the person specification and will only consider the information you give in your form.

The selection panel will not make assumptions from job titles about your experience, skills and knowledge. Nor is it enough to simply state that you meet the requirements – you must demonstrate this.

**It is therefore extremely important that you take the time to fully explain how you meet each requirement. This may be by reference to previous paid work, relevant voluntary activities or life experiences and skills.**

If you are selected for interview the panel will wish to explore further how you meet the criteria and further discuss the information you give in your application.

**Declaration of Interest**

Please make sure you declare if you are related to any member of the Association’s staff or committee and/or consultants, contractors or suppliers that work with the Association. A relationship will not necessarily affect your application but must be declared.

**Equalities Monitoring Form**

As part of the recruitment process, we collect equality information to help ensure we meet our legal and regulatory obligations. The information collected also helps us to:

* Protect and promote your rights and interests
* Promote equality across the recruitment process and activities
* Identify and eliminate any form of discrimination
* Ensure the process is transparent, fair and equitable

You do not have to answer all or any of the questions and if you decide not to give the information, this will in no way influence the assessment of your application. If you do complete the form, it will be separated immediately from your application and will not form part of the assessment process.

We process the information collected in line with data protection laws and good practice and will:

* Treat your equality data in the strictest confidence
* Restrict access to your data to relevant staff members only
* Retain the information only so long as necessary
* Only share your data as legally permitted
* Destroy the data securely

More information on how we manage and process your data in given in the Fair Processing Notice leaflet included with this pack.

**Returning the Form**

You can return your completed application and equal opportunities monitoring forms by email to [wmcinerney@randcha.co.uk](mailto:wmcinerney@randcha.co.uk) no later than 12 noon on Tuesday 5th August, 2025 You will be asked to sign a copy if you are invited for interview.

**Interview**

If you are invited to attend an interview, you will be advised in the invite who will be on the interview panel and the format of the interview.

You should bring with you:

* Proof of any relevant qualifications (please **do not** include these with your application)
* Proof of eligibility to work in the UK (e.g., passport)
* Your driving licence

**Offer of Employment**

Any offer of employment will initially be provisional pending receipt of two satisfactory references and pre-employment checks.