



Recruitment Pack

Part-Time Residential Security Warden



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Join the NB Housing Team & get the following rewards

- Salary is £12.60 per hour
- Generous optional contributory pension scheme currently at employer contribution of 19%
- 35 days annual leave (incl. stats) pro rata, rising to 40 days pro rata after 5 years
- Occupational sickness scheme
- Private Healthcare option
- Excellent work and family friendly policies
- Employee assistance programme
- 16 hours per week on a flexible rota to include evenings and weekend evenings.

The Association welcomes CVs or applications from anyone wishing to apply for the above position. A recruitment pack (job description and personnel specification) may be requested by email to info@nb-housing.org or by telephoning, 02890592110.

The closing date for returned CV's is 12.00 noon on Monday 17th February 2025.

Again, we would like to thank you for your interest in NB Housing and wish you every success.

NB Housing is an equal opportunity employer

INVESTORS IN PEOPLE®
We invest in people Gold

Investors in People Gold
Award recipient



Supporter of the Belfast
Business Promise

About NB Housing

NB Housing is a registered social housing provider created in 2014 after the merger of two community-based housing associations in North Belfast. We currently manage approximately 1,100 homes and our portfolio extends to supported housing, housing for the elderly and general family accommodation.

We are a not for profit business with charitable status led by a voluntary Management Board. We employ 46 staff including support staff within our supported housing schemes, caretaking service staff and head office staff. Our main area of operation is North Belfast but we have extended our activity to seek development opportunities across Northern Ireland. At NB Housing we are passionate about the role we play in society and believe our Vision, Mission and Values is what makes us.

Vision

Everyone has an affordable, sustainable home in a supportive community that enables them to lead their best lives.

Mission

To provide a place to call home and an outstanding service to those in need. A home where people feel:



They belong



Safe



Financially secure



Supported



Part of the fabric of the community

Our Governance and Senior Executive Structure

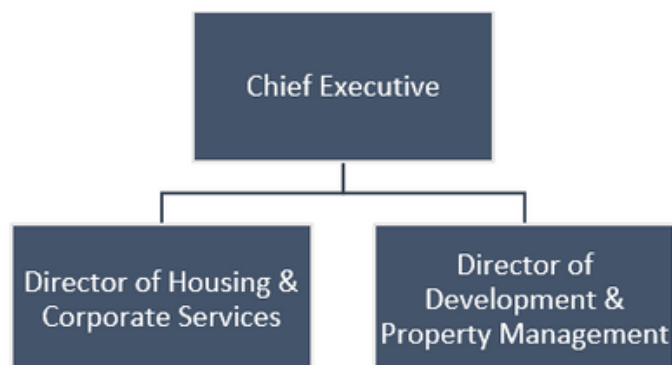
Our aim is to ensure that the governance of NB Housing complies with the requirements of the law, relevant regulators, and best practice. NB Housing is managed by 12 Voluntary Board Members from various professional and social backgrounds who meet regularly to govern the affairs of the Association.

The Board is supported by the Senior Management Team who is led by the Chief Executive.

Board & Subcommittee Structure



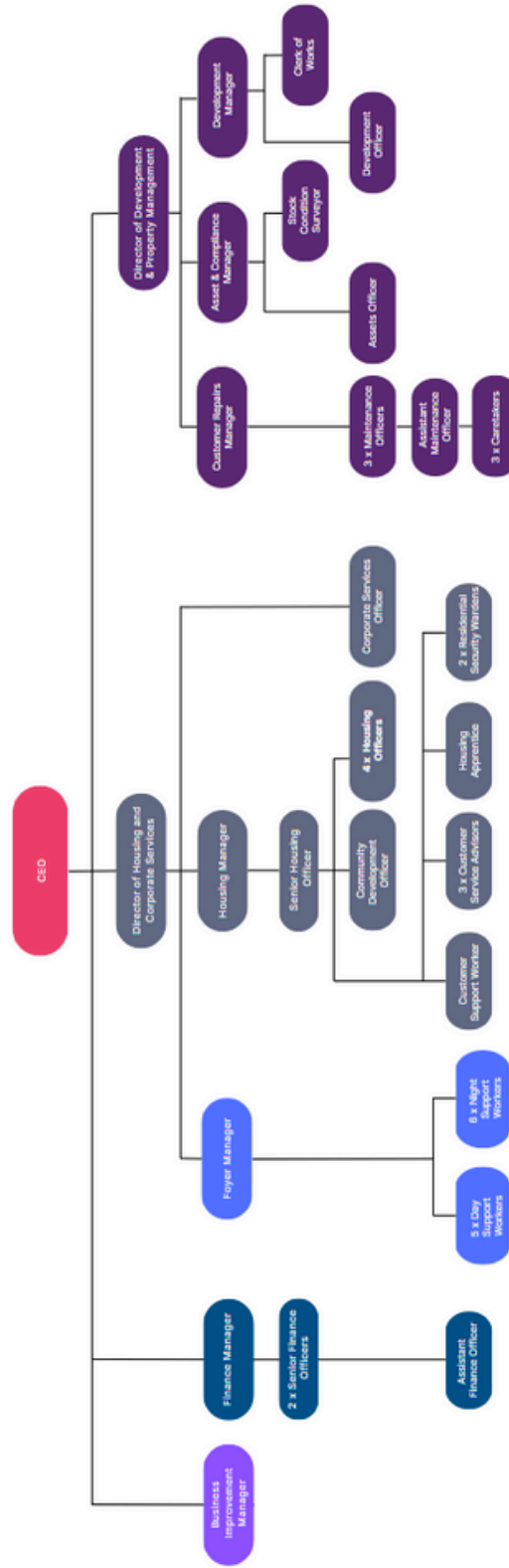
Senior Management Team Structure



Our Staff Structure



Staff Structure



Job Description

Job Summary

To provide mobile security to a number of designated sites across NB Housing apartment stock in North Belfast. This is a lone working post.

Key Tasks

- To ensure the apartment building, is secure by patrolling property, monitoring CCTV equipment and inspecting buildings, equipment and access points.
- To monitor tenants or their visitors who are behaving in a socially irresponsible manner and appropriately manage the situation
- To restrict access of visitors to premises who are not authorised to be on site.
- To be aware of, and adhere to, the procedures for dealing with breaches of security.
- To provide a written report to the housing officer/manager detailing any anti-social behaviour and actions taken to resolve.
- To contact PSNI in the event of serious disruption to the safety of, tenants, visitors, contractors, or self, etc.
- To carry out health and safety duties with regard to property, i.e. security checks, door/windows equipment, trip and slip hazards, litter picks, spillage clean up etc
- In the event of a fire emergency, contact NI Fire and Rescue Service
- To report any maintenance defects/repairs via internal reporting procedure
- To complete a nightly report detailing duties performed throughout the shift.
- To provide security/support to Flax Foyer when required.
- To respond to phone calls and follow up action as required.
- To be responsible for premises keys and ensure sites are left secure throughout and at end of shift.
- To display a professional attitude towards customers, staff and work

Other Duties

- Ensure all activities are conducted in accordance with the Association's Health and Safety and Equal Opportunities Policy.
- Adhere to the rules of NB Housing in relation to Section 75 and equality of opportunity.
- To promote the organisations Mission, Values (Integrity, Sustainability, Excellence, Empowerment, Collaboration, Fairness) aims and Objectives.
- To maintain professional boundaries and confidentiality within the Association
- To attend staff meetings, training, forums, which may occur outside normal working hours.
- To participate in Performance Reviews and supervision sessions.
- Actively promote the operations of the Association and maintain and develop links with outside agencies, ensuring the best interests of the Association are promoted at all times
- Adhere to policies and procedures as contained within Staff Handbook
- Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation.
- Carry out any other duties as may be reasonably expected from time to time that are within the competence of the post holder and conducive to the effective delivery of the role and success of the Association.

Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.

Personnel Specification

Specification	Essential	Desirable
Experience	Good interpersonal and communication skills, both verbal and written	Previous experience in a security role
Specialist Knowledge	A good understanding of the role and responsibilities of a security warden A good understanding of Health and Safety Practises in the workplace	
Disposition	Approachable Listening ability Demonstrate common sense and initiative Vigilant Observant	
Personal Circumstances	Accessible to locations across Association stock	



Contact Us



Website

www.nb-housing.org



Phone

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info@nb-housing.org



Social Media

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