

Rural Stirling Housing Association Ltd

Stirling Road, Doune FK16 6AA

Tel: 01786 841101

Email: enquiries@rsha.org.uk

Web: www.rsha.org.uk



January 2021

Dear Applicant

Property Services Assistant - Permanent

Thank you for your interest in the above position. Our Application Pack includes the following documents:

1. Some information about us
2. Job Profile and Person Specification
3. Application form
4. Equality and Diversity Monitoring Form (a full copy of our Equalities Policy is available on request)
5. Summary of Conditions of Service
6. RSHA Organisation Structure Chart

Please note that all posts are subject to a satisfactory Basic Disclosure Check from Disclosure Scotland.

Please consider the Job Profile and Person Specification before completing and returning the application form to us. Please note that we do not accept CV's. The closing date for applications is: **12 noon, Friday, 29th January 2021**. The provisional date for interview is: **Wednesday, 10th February 2021**.

If you are chosen for an interview, we will contact you by **Wednesday, 3rd February 2021**. If you do not hear from us by then, you have been unsuccessful.

You can either send your completed application to susan@rsha.org.uk, or mark it as "Private and Confidential" for the attention of Susan Mackay and return it to the above address.

Please note that Rural Stirling Housing Association will only give feedback to applicants who have been shortlisted for an interview. Further information about the Association can be found on www.rsha.org.uk

Yours faithfully,



Donna Birrell
Chief Executive Officer

Registered as a Scottish Charity No. SC037849

Rural Stirling Housing Association is a registered society under the Co-operative and Community Benefit Societies Act 2014 No. 2376 (s)

Registered with the Scottish Housing Regulator

Property Factors No. PF000330

Letting Agent Registration Number: LARN1907004