



Pentland
community enterprises

Operations Assistant (PT)



Pentland Community Enterprises Ltd - Background Information

Pentland Community Enterprises (PCE) is a community enterprise company that seeks to identify business and development opportunities that can make a meaningful contribution to the economy of Caithness and the North Highlands. It is a subsidiary company of Pentland Housing Association Ltd, a registered social landlord and registered charity.

Currently the services PCE offers revolve around: property management, property maintenance and energy services. It has an established portfolio of storage facilities, offers factoring services and manages a number of mid-market rental properties as well as offering energy advice services throughout Caithness and the North Highlands.

PCE has a small and committed team of staff dedicated to identifying and developing new business and development opportunities that will enhance the social and economic wellbeing of the community. Developing partnerships with the community and other likeminded organisations, operating in an environmentally friendly and sustainable manner and respecting and contributing to the social purpose of the Pentland Group are key drivers for the business.

The Recruitment and Selection Process

An application form is included in the Recruitment Pack, applicants should submit a completed application form, making sure that all sections are completed as fully as possible.

Please also supply full details of two referees who we may approach, one of whom should be your present employer or previous employer. The Association will only approach referees once a conditional offer of employment has been made to the successful candidate.

There are certain restrictions regarding the employment of direct relatives of existing employees or board members. This does not prevent you from applying for the post, but should be declared in the relevant section of the application form.

You are invited to complete and return the Equal Opportunities Monitoring Form. The information provided by you on the form will not be made available to the selection panel. Statistical and anonymous reports will be produced for monitoring purposes from the information contained in the document. Whilst we would strongly encourage you to return this form, the provision of this information is voluntary.

The information provided by you on the application and any supplementary forms will be used for the purpose of selection, recruitment, and any further subsequent employment administration if the application is successful.

Reasonable travel expenses incurred in connection with attendance at interview will be reimbursed on production of receipts.

Completed applications should be sent by email to recruitment@pentlandhousing.co.uk

Key Dates

To assist applicants to plan their availability for the selection process, the following key dates should be noted:-

Applications should be received by **12 noon, Friday 27 April 2018**
A personal acknowledgement will be sent on receipt of each application.

Short Listing Decisions

Applicants invited for interview will be notified on **Wednesday 2 May 2018**

Selection Interviews

Interviews will be held in Thurso on **Wednesday 9 May 2018** and **Thursday 10 May 2018**