

Head Office Administrator

Payscale: F.T.E. £23,393 (up to, depending on experience)

CESSA HA either owns or manages nearly 300 rented, charitable sheltered flats for people aged over 60 with an ex-service background, and their partners. The flats are split between 8 schemes (3 of which belong to a charity), each with a Scheme Manager. Six locations are situated either side of Portsmouth Harbour with another two being further afield (in Greenwich, London and Saltash, Cornwall). CESSAC & CESSA HA have the same roots, but are financially separate with different accountabilities and regulators. Whereas CESSA HA is a Registered Provider of (social) sheltered housing regulated by the Regulator for Social Housing (RSH), CESSAC is a charity, regulated by the Charity Commission. They share some staff, facilities and governance arrangements to benefit from economies of scale and hence facilitate their charitable outputs. The post holder is answerable principally for the Sheltered Housing functions of both CESSA HA and CESSAC, but may also be required to provide occasional administrative support to the charitable Head Office functions of CESSAC

We are looking for a reliable and empathetic administrator to efficiently administratively support our Head Office functions and the day-to-day affairs of all operational aspects of Housing service delivery to ensure that our commitment to tenants is delivered efficiently and to the standards required by the Regulator.

Applications from people leaving education or ex-Service personnel are welcomed. Candidates must live within easy commuting distance of Portsmouth. Basic DBS clearance will be requested, and while not essential, a clean driving licence and use of a car would be beneficial. **The closing date is Friday 4 July 2025.** Interviews are currently planned for w/c 7 July 2024, with the successful applicant being in post as soon as possible thereafter.

For more information see www.cessaha.co.uk for the full job description, person specification, and terms and conditions. For further information or to request an application form, ring 02392 829319 or email enquiries@cessaha.co.uk.



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**The national consortium for older people's housing and support*

