



Society of St. Vincent de Paul

Volunteer/ Member Role Description

Role: SVP Housing Conference Members

Volunteering with St. Vincent De Paul Social Housing offers the opportunity to be involved with members of a housing conference local to you, work as part of a team with members who are fully committed to providing, managing, and delivering sustainable social housing in their community.

The Society of St Vincent De Paul Social housing is now regulated, and we must evidence the quality of our good work through compliance with policy and procedures in line with national standards.

Purpose & impact of the Role

- **Providing homes for these in need, in local communities**

Desirable skills and experience

- Experience and knowledge in the areas of Architecture, Engineering, Surveying, social work, social care, and health & safety
- Administration skills
- Basic computer skills
- Good communication skills
- Ability to work as part of a team

Key Tasks and Responsibilities

1. Organising repairs and maintenance/ Stock Condition Surveys/ Cyclical Works
2. Health & Safety checks and statements
3. Advice and guidance
4. Monitoring rental income/ follow up on arrears
5. Imputing data onto housing management system
6. Provide information and support on tenant welfare issues
7. Completing housing reports
8. Tenancy/support & training
9. Tenant allocations and recruitment
10. Tenancy Inspections
11. Promoting tenant engagement in local communities

Time Commitment: 3-5 hours weekly.....

Available Support:

- National Housing Team
- Regional Housing Officer
- Regional Social Housing Committee Structure

Location: Nationally

For further information, please contact:

Email: SocialHousingVolunteer@Svp.ie