

Fold Housing: Housing Officer

(<https://www.activelink.ie/node/115898>)



Fold Housing is an approved Housing Body established in 2002. The Association owns and manages a range of social housing properties in the Greater Dublin area catering for frail, older people, people with Dementia, families and single people.

At Fold we recognise that staff are at the centre of our success. We are committed to a culture of openness, transparency and collaboration and actively seek to understand our social impact and explore ways to improve our services.

We value the relationships our staff maintain with our tenants, residents, families, the many statutory and voluntary organisations and key stakeholders who we partner with and take pride in what we achieve together.

We are now seeking to recruit a Housing Officer role to deliver high-quality, customer-focused housing management services that support the tenants and communities within Fold Housing.

Housing Officer

The Housing Officer will act as the main point of contact for tenants, ensuring effective tenancy management, resolving housing issues, and fostering sustainable communities. The role involves maintaining compliance with housing policies and regulations while promoting tenant engagement, wellbeing, and satisfaction.

Key responsibilities include all aspects of tenancy management including managing tenancy agreements, addressing tenant queries, rent arrears and assessments, handling complaints, and working collaboratively with internal teams and external partners to improve housing services. The Housing Officer also ensures that properties are let and maintained efficiently, contributing to Fold Housing's Values.

Location: Fold Housing, Block A, The Crescent Building, Northwood Business Campus, Santry, Dublin 9

Hours: 37 hours per week

Additional Benefits: Company pension scheme, 22 days paid annual leave (additional long service days applied after 5, 10, 15 years) Group Life Insurance, paid sick and maternity/paternity leave, flexible working

Application Process

For further details on these positions please log onto our website www.foldhousing.ie/careers (<http://www.foldhousing.ie/careers>) To apply for any of these positions please submit a CV to applications@foldireland.ie (<mailto:applications@foldireland.ie>)

Any questions relating to these roles should be directed to the **HR Manager via email alison.foran@foldireland.ie (<mailto:alison.foran@foldireland.ie>) or the HR Coordinator Jamie.johnston@foldhousing.ie (<mailto:Jamie.johnston@foldhousing.ie>) or phone 01 8228804. (tel:018228804)**

The closing date for these positions is **5pm 9th June 2025**.

It is anticipated that interviews of this position will take place mid to late June once shortlisting has been completed.

Region

Santry, Dublin 9

Date Entered/Updated

28th May, 2025

Expiry Date
9th Jun, 2025

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