

October 2021



HOUSING ASSOCIATION

Building on progress for a brighter Hillhead

2 Meiklehill Road

Hillhead

Kirkintilloch G66 2LA

Telephone: 0141 578 0200

Fax: 0141 578 4817

E-mail: [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

Web: [www.hillheadhousing.org](http://www.hillheadhousing.org)



Dear Applicant

**HILLHEAD HOUSING ASSOCIATION -  
POST OF ESTATE CO-ORDINATOR**

Thank you for your interest in the above vacancy.

I am now pleased to enclose an application pack which contains the following materials:

Job Description  
Person Specification  
Summary Terms & Conditions  
Application Form  
Equal Opportunities Monitoring Form  
Background Information  
Committee and Staffing Structures  
Privacy Notice

We aim to interview shortlisted candidates week commencing 29 November 2021 and these applicants will be advised in writing. Government restrictions may require us to hold interviews on line. Should this be the case, joining instructions will be included along with confirmation of the interview time.

If you have any difficulty in completing the application form due to any form of disability, please let us know and we will endeavour to assist you.

If you wish to apply, please use the Application Form provided. Please do not attach a C.V. or any other additional materials. Completed applications can either be posted to our office at the above address, or emailed to [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org). Please also sign and return the enclosed Privacy Notice.

**Finally, please also note that the closing date for receipt of applications is 12 noon on Friday 19 November 2021.**

Yours sincerely

**MANDY WHITE**  
Head of Corporate Services