

Easylet Worker (Shared Housing)

Role Profile			
Job Title	Easylet Worker	Grade (Office Use)	Client Worker
Area	Plymouth	Team	Easylet
Reports to (Job Title)	Easylet Manager	Hours	37 pw
Location	Harwell Centre, outreach and working from home	Shift Pattern	Mostly office hours; but some evening and weekend work may be required.
CRB check required	Y – enhanced		

Role / team

Easylet is a professional rental management service run by Path, partners including Plymouth Homes4Let (PH4L), other landlords and agents and Plymouth City Council (PCC). Easylet aims to make letting easy for landlords whilst providing much needed accommodation for people in housing need.

Easylet is a scheme to identify and take on properties with a focus on standards; therefore whilst providing a service to local landlords (LLs), helping raise standards in the PRS in Plymouth and helping house people otherwise vulnerable to homelessness.

A specific, primary focus for this role is on securing and supporting shared housing for single people presenting as homeless. Houses taken on may go on to be managed by PH4L; but may instead be managed by their owners or other agents, supported by this role.

1. Path Role

The role of Path, and therefore Path's workers, in Easylet includes the follow duties and tasks:

- Promote the scheme & liaise with LLs to source properties, including responding to enquiries received by PCC
- Work with PCC Community Connections (CC) Team to ensure checking of properties, using the HHSRS standards and checking EPCs
- Respond to the needs of PCC re properties, specifically working to source relevant properties, as needed, primarily for single people in single or shared housing
- Provide advice to LLs re property standards and renting
- Liaise with landlords re work required and / or signing their properties up
- Work with agents and CC to coordinate nominations for viewings, with basic checks on potential tenants, key info provided and degree of matching
- Specifically, provide a tenant find service – see below
- Work with LLs and tenants to problem-solve with existing properties (where needed), such as by addressing rent / Housing benefit issues, ASB or other matters

2. Roles of others:

- PCC CC Team and Path services, in particular, nominate potential tenants, and refers landlords

- Landlord / agent manages tenancies and properties (rent, visits, reports etc)

3. Accommodation for single people

Securing properties for single people will often mean finding and working with shared houses. Duties therefore include:

- Monitoring needs at any time
- Working with landlords over standards, any works and availability
- Work with partners to ensure that people and properties are matched and that move-ins are successful

4. General / other

- The nature of this scheme means that the role features a degree of development work, being responsive to the needs of partners, as well as landlords.
- Developing & maintaining Easylet literature, monitoring systems & referral procedures
- Recording and reporting on work done, including quarterly narrative and statistical reports
- Keeping up-to-date with relevant legislation and other developments
- Participation in team, staff and other meetings, as required
- Representing Path at relevant events and functions
- Other duties as required by line manager or Director
- Compliance with Path Worker Conditions.

Easylet scheme

This role will contribute to supporting existing Easylet properties, as well as taking on additional properties.

Easylet Tenant Find Service

When we meet a landlord for the first time, they may be interested in working with Easylet, but want to manage their properties themselves.

Our dedicated Easylet Tenant Find Service worker will support the landlord free of charge to let their properties.

Support will include:

- Initial meeting at the property to discuss the scheme and complete a property inspection
- Financial assistance to ensure a property is to a decent homes standard may be considered in some cases
- Arranging and attending viewings with the landlord and potential tenants
- Arranging the move into the property with the landlord/tenant
- Ensuring the tenant has one month's deposit and one month's rent upfront.
- Ensuring a direct rent payment request is made to either the universal credit or housing benefit departments
- Advising and assisting the landlord if tenants are moving on
- If you are not an accredited landlord, we can sign you up to the Landlords Accreditation Training and/or a year's membership with the South West Landlords Association

What will landlords need to do?

- Attend the property with the Easylet worker
- Create the tenancy agreements
- Collect and keep records of rent paid
- Complete property inspections
- Issue any notices if required

Easylet Worker: Person Specification

Path is looking for someone with a good understanding of housing and homelessness issues, particularly private rented.

Essential	Desirable
<p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> • Approachable • Motivational communicator • Demonstrable ability to engage, refer and collaborate effectively • Problem-solving, realistic approach <p><u>Housing and homelessness</u></p> <ul style="list-style-type: none"> • Ability to assess housing needs and identify relevant options • Knowledge of setting up tenancies • Excellent understanding of private rented sector, culture and market • Knowledge of housing and homelessness legislation/guidance, including Housing Act 2004, HMO licensing, HHSRS (property standards), Deposits protection etc and related rights and responsibilities. <p><u>Work with landlords and tenants</u></p> <ul style="list-style-type: none"> • Ability to assess affordability and provide budgeting support • Ability to identify and manage risk • Positive attitude towards, and understanding of, relevant client groups • Understanding of and commitment to equal opportunities and diversity • Ability to provide case support and monitoring for tenancies <p><u>Office and communication</u></p> <ul style="list-style-type: none"> • Experience of liaising / communicating with other staff on professional basis, including being an active part of a busy team • Good written and verbal communication skills • Good negotiation skills 	<ul style="list-style-type: none"> • Experience of housing people in PRS • Emergency First Aid for Appointed Persons • More developed IT skills, such as design and creation of literature • Knowledge of local services, referral systems, and local procedures • Experience of negotiating with private landlords • Experience of supporting clients to use savings scheme • Have a valid drivers' licence & use of a car

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| <ul style="list-style-type: none">• IT skills: ability to use databases + Microsoft Office (word processing, e-mail, spreadsheets) as minimum• Ability to record, monitor and report on own work• Experience of being line managed and / or demonstrable ability to work under formal supervision <p><u>General</u></p> <ul style="list-style-type: none">• Ability to work on own initiative• Ability to manage your own time using flexible working• Ability to travel, in some cases outside of the local authority area.• 5 GCSEs level C and above; including Maths & English; or equivalent• Ability to represent oneself and Path to the public• Enthusiasm for this post and this area of work | |
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