



Applying for Jobs at Your Homes Newcastle

YHN is committed to being an Equal Opportunities employer and promotes Equality and Diversity

About YHN

What is Your Homes Newcastle?

We are an Arms Length Management Organisation (ALMO), set up to manage and improve Newcastle City Council's homes.

Your Homes Newcastle:

- came into being on 1 April 2004
- is a not-for-profit organisation 100 percent owned by Newcastle City Council
- manages over 26,000 homes
- employs over 800 staff.

Why were we set up?

Newcastle City Council looked at the different ways it could raise extra money to improve council homes. It decided that the best way to ensure additional income was to set up an ALMO – Your Homes Newcastle, which is independent and run by its own Board.

We were successful in bidding to the Government for additional funding to improve council homes. This was conditional on achieving at least a “good” rating which we did when the Government inspected us at the end of 2004. This extra money was a huge incentive to improve the services we deliver to customers.

In April 2008 we were inspected again by the Audit Commission. We achieved a three star rating and were recognised as an “excellent three star service which has excellent prospects for improvement.” This ensured that we were in a stronger position to expand our services and become much more than a housing provider. In April 2016 YHN secured a ten year Management Agreement with NCC to continue as an ALMO.

Why work for YHN?

We are committed to making YHN a great place to work, so as well as competitive salaries we offer a range of benefits to all of our staff.

Work life balance

We are committed to introducing policies that will enable employees to achieve a balance between work and caring or family responsibilities; benefiting both us and you.

Pension scheme

We have a Career Average Revalued Earnings (CARE) pension scheme which you can join as soon as you start with us.

Annual leave

We offer generous leave entitlement that takes account of previous service at YHN or continuous service from certain other employers, leading to a maximum of 28 days leave per year pro rata.

Flexi time

Our flexi system aims to allow flexible working. You can work at any time during office opening hours; typically 07.00 until 19.00, subject to effective provision of services. Once you have worked your contracted weekly hours, any additional time worked can be taken as 'flexi' time.

Where possible flexi time can be used to take a little extra time off work, or to enable you to start a little later or finish earlier. You can also use your time to take up to 2 days flexi leave (pro rata) in any 4 week period.

Development

We have dedicated development programmes that will help you both personally and professionally. When you join us, you will take part in an induction programme and will also be enrolled in various training programmes that we run throughout the year, many of which utilise our online Learning Management System (LMS).

Continuous service

When joining YHN, if you qualify for continuous service, any time you spent with a local authority organisation or any other organisation which recognises continuous service will be added to your time in employment with us.



Our recruitment process

Your Homes Newcastle want to choose the best person for the job and welcome applications from all, no matter what their gender identity, relationship status, maternity or pregnancy status, race, disability, sexual orientation, religion, belief, or age.

We believe the best way of assessing your future performance is to look at your performance and behaviour in the past, which is why our recruitment process focuses mainly on what the job involves and how you have shown you can do these things. We will only ask for qualifications, experience or skills relevant to the job on offer and if you would need them to be successful in the role.

Application form

The application form consists of a number of different sections, all of which must be completed prior to submitting. Whilst we do ask for Equal Opportunities data, this is used for monitoring purposes only and is never seen by the shortlisting or interview panels. The personal details section is also not visible to the shortlisting panel and does not inform their decision.

The key focus is upon the person specification which details the essential and desirable criteria relevant to the job. Please remember, life experience, as well as work experience, can provide relevant evidence for the person specification section.

The Behaviours and Values YHN expects from its employees are listed, under the following headings:

Behaviours:

- Personal
- People
- Business
- Management (only where the role has management responsibility)

The five Core Values (highlighted with a **V** on the job description):

- **Accountability** – acts openly and takes responsibility
- **Integrity** – acts fairly and honestly
- **Passion** – works positively and with enthusiasm
- **Respect** – treats everyone with care and professionalism
- **Forward-thinking** – proactively seeks improvements and solutions

NOT PROTECTIVELY MARKED