



Property Services Admin Assistant – Fixed Term

Location: Dumfries & Galloway (primarily home based with some regional travel)

Salary range: £26,491 - £29,815 FTE + competitive benefits package

Hours: Working 35 hours each week worked Monday to Friday 9am-5pm. 12 months Fixed Term position.

About Us

Loreburn is a registered social landlord (RSL) and Scottish Charity, with 2,700 homes across Dumfries & Galloway. Established more than 40 years ago, our vision and mission is to 'create great places to live' by providing good quality, well maintained, and affordable homes.

As a community-based association, we place our tenant facing services at the heart of the communities we serve. Our 'Hub, Home & Roam' working model allows our team to work flexibly, ensuring they can be where they're most needed, supported by the right tools and resources to deliver on our commitments to tenants and communities.

The Role

The position requires a highly organised individual, who is a self-starter and has a high level of accuracy, attention to detail and who can adapt to changing priorities. Being comfortable with the degree of autonomy and lone working the role entails is important, whilst also working effectively within a team environment.

The postholder will provide support to the Property Service Team to ensure Loreburn meets its responsibilities under Compliance Regulations, Health & Safety Regulations, Building Regulations, British Standards and all other relevant legislation. Working alongside a supportive team, the role will provide an exceptional compliance service, ensuring excellent customer engagement and high levels of satisfaction. The postholder will be the main contact point for tenants, and other

customers – both internal and external, resolving issues and/or investigating and resolving customer dissatisfaction.

While the role is home based, there will be regular travel to Dumfries and occasionally other locations in the region.

What We're Looking For

What's really important is that you have a strong commitment to excellent service delivery and are highly organised in your approach. Experience in a similar administration related role would be an advantage as well as IT skills across a range of packages are essential.

The ideal candidate will:

- Have knowledge of the housing sector
- Be comfortable working with a high degree of autonomy
- Possess strong customer service skills
- Be highly organised with excellent time management skills and the ability to plan tasks and projects.
- Be ICT proficient, particularly across Microsoft packages.
- Be confident to take ownership of issues and proactively seek solutions.

We value potential and a commitment to learning and encourage applicants who may not possess every requirement to find out more.

As a home based role, the ability to work from home in a suitable space, along with access to broadband is required. A driving licence and access to a vehicle will also be necessary.

Please take a look through the [role profile](#) for more information about the role, what's required, and the skills and competencies we're looking for.

Working With Us:

Along with a supportive work environment and a collaborative culture, we offer generous benefits and a great work/life balance.

- Competitive pay and rewards
- Matched pension contributions up to 8% and life cover of 3 x salary
- Salary sacrifice options for pension contributions
- 8 weeks paid holiday (pro-rata) which includes 12 fixed public holidays and a Christmas closure

- Wellbeing Time – alternative to a 34-hour week. Staff have 49 hours (pro-rata) throughout the year to offer greater flexibility and support to health and work/life balance
- Westfield Health Plan – contributions towards a range of services including dental, optical, therapies, counselling and wellbeing services.
- Employee discounts including Blue Light card, cashback and high street retail and gym discounts
- Family friendly policies
- Flexible working and a Hub, Home and Roam working model
- Support for continuous professional development and protected learning time
- Strong values-based culture offering autonomy and empowerment
- Paid volunteering days
- Long service rewards
- Professional fees - Loreburn will reimburse one set of annual fees paid by employees for membership of professional institutions when such membership is directly relevant to our work

For a confidential chat about the role, please contact either Lynne Buchanan, Team Manager – Property Services on 07850506996 or via email to LynneB@loreburn.org.uk or Janette Guiney, Project & Admin Officer – Property Services on 07872127018 or via email to JanetteG@loreburn.org.uk

How to Apply

Apply by completing the online Recruitment Application Form which can be accessed [here](#).

Closing date for applications: Friday 5 June 2026 at 9am

Interview date: Monday 15 June 2026

We're committed to making our recruitment practices as accessible as possible for everyone, this includes making any necessary adjustments. If you need us to do anything differently as part of the recruitment process, please let us know.