



Later Living Development Manager

A 35 hour week fixed term opportunity at our Millburn Court Development in Stranraer

Location: Millburn Court, Stranraer, Dumfries & Galloway working mainly in Stranraer but able to travel across region to cover other sites.

Salary range: £29,329 - £37,142 + competitive benefits package

Hours: 35 hours each week worked Monday to Friday (09.00-17:00). Fixed term until 31st December 2025.

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. This role is site based although you will be required to work across the region at other sites as required and occasionally work from home.

The Role

This role is an exciting opportunity to be part of our Later Living Service, delivering an enhanced housing management service. This vacancy has arisen due to staff absence and the requirement to have cover on site. The main focus of the job will be to provide a high-quality, customer facing service whilst ensuring that Loreburn values are lived and applied in your day-to-day work. You will need to deliver an exceptional customer experience, taking ownership and responsibility for the building and its services, ensuring enquiries are resolved at first point of contact and that our customers experience an excellent service that meets their needs and delivers Great Results.

What We're Looking For

We are looking for an individual who:-

- Puts our customers first, every time
- Looks to deliver a great customer experience
- Has a knowledge of Housing and Tenancy Management
- Has an understanding of the vulnerabilities and issues facing older people
- Has the ability to work autonomously with limited supervision.
- Has the ability to make decisions whilst under pressure
- Is ICT proficient and has a working knowledge of Microsoft packages
- Be highly organised with excellent time management skills and the ability to plan tasks and projects.

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

This role is primarily based in our Later Living Development at Milburn court. You may on occasion need to work from home, which requires applicants to have a suitable space available, along with access to broadband as a requirement. A driving licence and access to a vehicle will also be necessary as will occasionally travel across the region to other developments or to attend training and meetings as 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 which includes 4 days fixed public holidays over Christmas and New Year
- Westfield Health Plan – contributions towards a range of services including dental, optical, therapies, counselling and wellbeing services.
- Employee discounts including 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

For a confidential chat about the role, please contact Glynis Morris, Head of Housing on 07523519059 / email GlynisM@loreburn.org.uk or David Ewing, Team Manager (West) on 07593530315 / email DavidE@loreburn.org.uk.

How to Apply

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

Closing date for applications: Monday 7th July 2025 at 9am

Interview date: Tuesday 15th July 2025

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.