



Later Living Officers (2 part-time posts)

Post One Location: Scott's Way development in Castle Douglas (25 hours per week)

Post Two Location: Lady's Well development in Annan (25 hours per week)

With travel across the region to other sites as required.

Salary range: £20,949 - £26,530 (FTE £29,329 - £37,142) (subject to pay review) + competitive benefits package. Starting salary will be based on skills and experience.

Hours: Part Time 25 hours per week Monday to Friday - flexible hours.

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 there would be an occasional requirement to work across the region at other sites as required.

The Role

We are looking for a compassionate person to join our Later Living team to deliver a high-quality enhanced housing management service. Working within our Later Living developments you will provide an exceptional tenant experience, providing advice and assistance with tenancy matters, and responding to tenant enquiries and concerns promptly and professionally.

The role has a broad range of responsibilities, including tenancy, buildings and estate management, lettings and voids, tenancy sustainment and tenant engagement. LLOs oversee the day-to-day management of the development and its tenancies, ensuring a safe, well-maintained, and supportive environment for tenants.

What We're Looking For

We are looking for an individual who:-

- Delivers excellent customer experience, building trusted relationships and responding with empathy and professionalism.
- Works confidently on their own, using initiative and sound judgement to manage day-to-day responsibilities with minimal supervision.
- Keeps calm under pressure, making practical decisions when faced with unexpected issues or competing priorities.
- Is digitally confident, with a good working knowledge of Microsoft Office and able to use digital system to record, communicate and organise effectively.
- Is highly organised, able to manage time well, plan ahead and balance routine tasks with reactive issues.
- Demonstrates resilience, empathy and strong problem solving skills

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

These roles are primarily based in our Later Living Developments in Castle Douglas and Annan. 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.

For a confidential chat about the role, please contact Karen Duncan on 07872126983 or at KarenD@Loreburn.org.uk

How to Apply

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

Closing date for applications: 9am Wednesday 18th March 2026

Interview date: Wednesday 25th March 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.