

January 2026


Hillhead
HOUSING ASSOCIATION
Building on progress for a brighter Hillhead
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Dear Applicant

**HILLHEAD HOUSING ASSOCIATION -
POST OF PROPERTY SERVICES ADMINISTRATOR (Part Time, 21 Hours)**

Thank you for your interest in the above vacancy.

I am now pleased to enclose an application pack which contains the following materials:

Job Description
Person Specification
Summary Terms & Conditions
Application Form
Equal Opportunities Monitoring Form
Background Information
Committee and Staffing Structures
GDPR - Privacy Notice

We aim to interview shortlisted candidates on Tuesday 10th February 2026 and these applicants will be advised in writing, with confirmation of the time.

If you have any difficulty in completing the application form due to any form of disability, please let us know and we will endeavour to assist you.

If you wish to apply, please use the Application Form provided. Please do not attach a C.V. or any other additional materials.

Finally, please also note that the closing date for receipt of applications is 12 noon on Monday 2 February 2026.

Yours sincerely



MANDY WHITE
Head of Corporate Services