

January 2026



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Dear Applicant

**HILLHEAD HOUSING ASSOCIATION -  
POST OF PROPERTY SERVICES OFFICER (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 Thursday 12<sup>th</sup> 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