

About the Housing Options Project

The service began in June 2003 as part of six national pilot projects, established by Care and Repair England, under the working title of “Should I stay or Should I go” expressing the debate about where and how they live older people often experience. The housing options service in the Derbyshire Dales continues to the present day with direct funding to Age UK Derby & Derbyshire from Derbyshire Dales District Council (DDDC) with a ‘HOPS’ office based in their Town Hall at Matlock, Derbyshire. The service forms part of a coordinated strategy for DDDC who provide a base and work collaboratively with Citizen’s Advice, Rural and Action Derbyshire and Age UK D&D to deliver support to local people.

Most service users value the independent, hands on approach of the Housing Options service, which has proved very popular with both service users and staff who work closely with the service. The service has already increased the income, independence and wellbeing of many hundreds of older people in the Derbyshire Dales alone.

The role of Housing Options Service is about providing good quality information, advice and support, by explaining how current systems work in relation to the needs of older people, in order that service users are empowered to make informed choices and crucial decisions about the future. The team’s work can be very challenging and all roles require an empathetic, pro-active approach with the ability to think quickly and act effectively without close supervision in a confidential and professional manner.

The Administrator role is the mainstay of the team supporting a small team of advisors to operate efficiently and provide a responsive, friendly and supportive service to older people, their carers and professionals. The role offers a variety of routine and occasional tasks, a key role in a friendly and experienced team and family friendly working pattern.

All About Age UK

Age UK Derby and Derbyshire is an independent charity and a member of the Age England Association. We are the only Age UK in Derbyshire and the largest older people’s organisation in our area of remit which includes all the County and the City of Derby.

We work with Age UK on local and national issues while remaining an independent charity able to respond to the needs of older people in our communities but able to draw on and influence the strength and profile of a national organisation.

Applying for the post

This post involves access to the Housing Options Office in Derbyshire Dales District Council. You are welcome to contact us for an informal chat or visit to consider any access issues you may have.

We look forward to receiving applications from candidates who feel their life, work, volunteering, educational or personal experience will help them meet our requirements. Our staff and volunteers are a varied team and we value skills developed in a range of ways.

Tips for a successful application:

- Read the Job Description, Person Specification and this background information!
- When completing a job application please demonstrate *how* you meet the criteria in the person specification and what skills, qualifications and experience you have against the job description.
- Complete all the questions.
- Don’t leave unexplained gaps in your employment history.
- Please complete the application form, do *not* send a CV.