



WORKING FOR US

Brief overview of Carey Gardens Co-operative for applicants

Carey Gardens Estate is made up of 403 properties: a mixture of tenanted, leasehold, and sheltered properties. It is based in the Queenstown Ward of Battersea, London.

The Carey Gardens Co-operative was established in 1993. We have a management agreement with Wandsworth Council to provide a housing management service to the residents of Carey Gardens Estate.

The management committee who are responsible for leading the direction of the Co-op comprises of Carey Gardens residents. They work on a voluntary basis to make key decisions on the management of the estate including financial planning and service delivery.

The day to day running of the Co-operative is undertaken by a dedicated team of staff, based in an office situated on Carey Gardens estate. Our aim is to provide outstanding housing and support in accordance with the needs and priorities of our residents. We strive to maintain a vibrant community by providing excellent service delivery and regular engagement with our residents, to make a difference.

THE ROLE

Brief outline of the role for applicants

We currently have an opportunity for a Housing Management Coordinator. The purpose of this role is to work within a supportive team dealing with the day-to-day maintenance and management of our housing stock. This is a varied and challenging role which requires a significant amount of contact with members of the public and partnering agencies.

As part of our small team, you will help to provide a wide range of housing management services including repairs and maintenance and tenancy & leasehold management.

You will liaise with residents as well as contractors and other service providers, provide general business support with a particular emphasis on record keeping. You will log and monitor correspondence, raise work orders, monitor repairs through to completion as well as assisting with operational management, casework, and general estate management duties, maintaining accurate business records.

Please refer to the Job description and Person specification for further details.

The Benefits

In return for your hard work and commitment, we offer:

- *Generous annual leave allowance of 32 days per year, inclusive of statutory bank holidays, rising to 37 days with service.*
- *Complimentary day off on your birthday.*
- *Regular support from your line manager and colleagues*
- *Employee Assistance Programme (EAP)*
- *Access to counselling services*
- *Ongoing professional development and support to deliver outstanding service*
- *Workplace pension scheme*

HOW TO APPLY

Applicants

To apply for this role, please submit your CV along with a covering statement setting out why you are suitable for this position.

You must be eligible to work in the UK to apply for this vacancy and you are required to reside in the UK for the duration of your employment. Carey Gardens Cooperative Ltd are not able to offer visa sponsorship.

Closing Date: Sunday 6th September 2026 at midnight

Please note we reserve the right to close this vacancy without notice.
Previous applicants need not apply.