

Recruitment Pack

Part-Time Residential Security Warden
(16hrs per week)

RSW/09/26



Table of Contents

➤ Rewards	3
➤ About NB Housing	5
➤ Governance & Senior Executive Structure	6
➤ Staff Structure	7
➤ Job Description	8
➤ Personnel Specification	10
➤ Contact Us	11



Working for NB Housing

Great work deserves great rewards. From competitive pay and flexible working arrangements to volunteer leave and support for your career ambitions, we're here to support you. We offer everything you need to thrive in your role while making a meaningful impact beyond work.



Competitive Salary

Competitive salary at £13.45 per hour.



Pension Scheme

Generous optional contributory pension scheme at employer contribution of 15.5%

Leave Entitlement

We believe in rewarding dedication. Full-time employees enjoy 23 days of paid annual leave each year, plus 12 statutory leave days. As a thank you for your commitment, you'll receive an additional five days of leave after five years of service, and a further two days after 10 years of service.



Occupational Sickness Scheme

Our Occupational Sickness Scheme is there to support you if you're unwell and unable to work. It's designed to help you feel cared for and supported during your recovery, so you can take the time you need while staying connected to the organisation.

Learning & Development

We invest in our people and support them to grow. We offer a variety of learning, development and secondment opportunities, alongside hands-on experiences like shadowing and trying new roles. We also encourage personal development, helping colleagues build their skills and achieve their goals as we work towards our shared ambitions.



Agile Working

Agile working gives you the flexibility to split your time between the workplace and another location, such as home or a different office. Where a role is suited to agile working it will be agreed by both the relevant Director and the employee. This approach helps support a healthier work-life balance while still meeting the needs of the organisation.

Work Life Balance

We offer a range of flexible working options where business needs allow. Flexible working helps employees shape a working pattern that suits their individual needs, supporting a better balance between work and life. We also offer a flexi-time system that allows employees, subject to certain conditions, to vary their working hours.



Private Healthcare

We offer workplace private healthcare to help you look after your health and wellbeing, giving you peace of mind when you need it most.



Work & family friendly policies

We offer a range of work and family-friendly policies to help you balance work with life's commitments, so you can feel supported both at work and at home.



Employee Assistance Programme

Our Employee Assistance Programme offers confidential support whenever you need it. From emotional wellbeing and everyday challenges to practical advice, help is always available to support you and your wellbeing both in and outside of work.



Birthday Leave

We offer birthday leave so you can celebrate your special day your way. It's our little thank-you, because everyone deserves a day off to enjoy their birthday.



Housing Perks

Housing Perks is a handy app for both staff and tenants, offering great discounts on everyday shopping.



Time off for volunteering

We value volunteering and will consider requests for time off on a case-by-case basis, with approval from management.



Long Service Award

We love to celebrate long service. Staff who reach 10 and 20 years with the Association are recognised with an award, as a thank-you for their loyalty and commitment.

Key Information

- This post is 16 hours per week on a flexible rota to include evenings and weekend evenings.
- The closing date for this post is 28th September 2026 at 12 noon
- Applications should be returned via post to Gatelodge Office, 8 Flax Street, Belfast, BT14 7EQ, or by email to info@nb-housing.org.
- Applications received after this time will not be considered.

Again, we would like to thank you for your interest in NB Housing and wish you every success.

NB Housing is an equal opportunity employer

About NB Housing

NB Housing is a registered social housing provider created in 2014 after the merger of two community-based housing associations in North Belfast. We currently manage approximately 1,200 homes and our portfolio extends to supported housing, housing for the elderly and general family accommodation.

We are a not for profit business with charitable status led by a voluntary Management Board. We employ 51 staff including support staff within our supported housing schemes, caretaking service staff and head office staff. Our main area of operation is North Belfast but we have extended our activity to seek development opportunities across Northern Ireland. At NB Housing we are passionate about the role we play in society and believe our Vision, Mission and Values is what makes us.

Vision

To provide quality, affordable, sustainable homes and support to all NB Housing tenants.

Mission

To provide homes where people feel safe, supported and respected.



Values



Respect

We act with fairness and integrity in all our interactions with others, treating employees, customers, and stakeholders with dignity and worth. Everyone will take ownership of their actions, do the right thing, and foster a culture of trust and positive employee morale.



Impactful

We achieve sustainable quality of life improvements for our tenants. We are proactive in achieving positive impacts for individuals and lasting positive changes for people and places. Opportunities to innovate and to have greater impact are welcomed.



Togetherness

We are proactive in providing opportunities for people to engage with us and help us improve our services. We will collaborate effectively with each other internally and externally to provide safe, sustainable homes that meet the needs of our tenants.

Our Governance and Senior Executive Structure

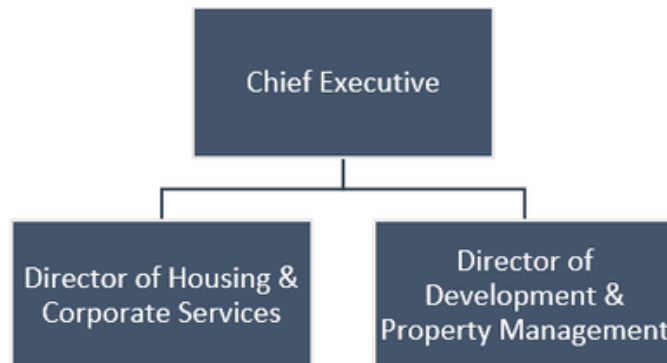
Our aim is to ensure that the governance of NB Housing complies with the requirements of the law, relevant regulators, and best practice. NB Housing is managed by 11 Voluntary Board Members from various professional and social backgrounds who meet regularly to govern the affairs of the Association.

The Board is supported by the Senior Management Team who is led by the Chief Executive.

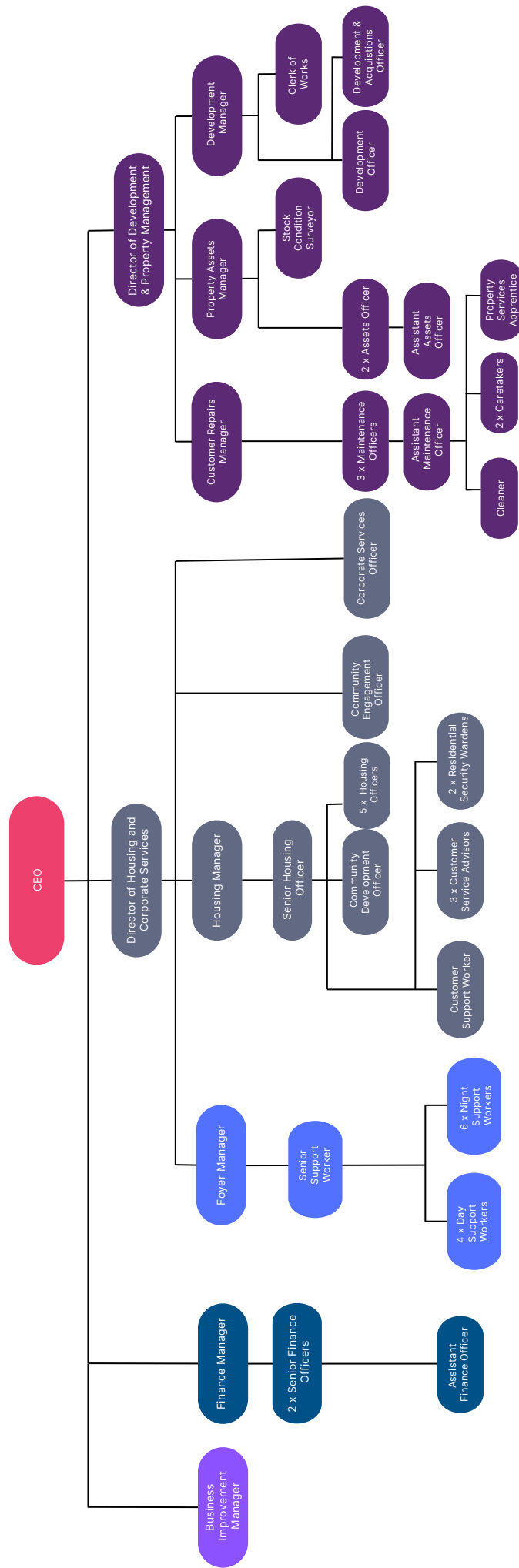
Board & Subcommittee Structure



Senior Management Team Structure



Our Staff Structure



Job Description

Job Summary

To provide mobile security to a number of designated sites across NB Housing apartment stock in North Belfast. This is a lone working post.

Key Tasks

- To ensure the apartment building, is secure by patrolling property, monitoring CCTV equipment and inspecting buildings, equipment and access points.
- To monitor tenants or their visitors who are behaving in a socially irresponsible manner and appropriately manage the situation
- To restrict access of visitors to premises who are not authorised to be on site.
- To be aware of, and adhere to, the procedures for dealing with breaches of security.
- To provide a written report to the housing officer/manager detailing any anti-social behaviour and actions taken to resolve.
- To contact PSNI in the event of serious disruption to the safety of, tenants, visitors, contractors, or self, etc.
- To carry out health and safety duties with regard to property, i.e. security checks, door/windows equipment, trip and slip hazards, litter picks, spillage clean up etc
- In the event of a fire emergency, contact NI Fire and Rescue Service
- To report any maintenance defects/repairs via internal reporting procedure
- To complete a nightly report detailing duties performed throughout the shift.
- To provide security/support to Flax Foyer when required.
- To respond to phone calls and follow up action as required.
- To be responsible for premises keys and ensure sites are left secure throughout and at end of shift.
- To display a professional attitude towards customers, staff and work



Other Duties

- Ensure all activities are conducted in accordance with the Association's Health and Safety and Equal Opportunities Policy.
- Adhere to the rules of NB Housing in relation to Section 75 and equality of opportunity.
- To promote the organisations Mission, Values (Integrity, Sustainability, Excellence, Empowerment, Collaboration, Fairness) aims and Objectives.
- To maintain professional boundaries and confidentiality within the Association
- To attend staff meetings, training, forums, which may occur outside normal working hours.
- To participate in Performance Reviews and supervision sessions.
- Actively promote the operations of the Association and maintain and develop links with outside agencies, ensuring the best interests of the Association are promoted at all times
- Adhere to policies and procedures as contained within Staff Handbook
- Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation.
- Carry out any other duties as may be reasonably expected from time to time that are within the competence of the post holder and conducive to the effective delivery of the role and success of the Association.

Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.

Personnel Specification

Specification	Essential	Desirable
Experience	Good interpersonal and communication skills, both verbal and written	Previous experience in a security role
Specialist Knowledge	A good understanding of the role and responsibilities of a security warden A good understanding of Health and Safety Practises in the workplace	
Disposition	Approachable Listening ability Demonstrate common sense and initiative Vigilant Observant	
Personal Circumstances	Accessible to locations across Association stock	



Contact Us



Website

www.nb-housing.org



Phone

028 9059 2110



E-mail

info@nb-housing.org



Social Media

@nbhousing



Address

Gatelodge
8 Flax Street
Belfast
BT14 7EQ