



Property Assistant

Job Profile - July 2026

boaztrust

Job details

Job title	Property Assistant
Location	Manchester. With travel between properties within Greater Manchester as part of this role.
Responsible to	Phil Barker, Property Manager
Salary	This is a part time role and the actual salary is £12,411 The full time equivalent (FTE) salary is £28,864
Contract length	Permanent
Hours of work	16 hours per week to be worked flexibly according to the need of the organisation and in agreement with the Property Manager.
Holidays	11 days per annum , plus pro rata statutory / bank holidays.
Benefits	Supportive work environment, office closure between Christmas and New Year giving additional time off, flexible working (by agreement)
Probation period	3 months
How to apply	Email your CV and cover letter to jobs@boaztrust.org.uk . Your cover letter should be no more than two pages. Use the letter to show us how your skills, experience and personal qualities match the essential criteria in the Person Specification below. For more information on applying to work at Boaz, please visit boaztrust.org.uk/jobs
Closing date	5pm on Friday 21st August 2026

Job description

Main purpose of the role

In accordance with the Christian ethos and values of Boaz Trust, the main purpose of this role is to maintain safe, welcoming, and well-presented homes for people who have experienced homelessness following a decision on their asylum application.

Working across all Boaz properties (currently 15) across Greater Manchester, the Property Assistant will work flexibly over 16 hours per week, essentially over two full days. This role is vital in ensuring that people supported by Boaz live in safe, well-maintained homes, through carrying out minor repairs, maintenance tasks, cleaning, and property checks.

The post holder will:

- Carry out maintenance, repairs, and general upkeep across all Boaz properties, ensuring homes are safe, functional, and well-presented.
- Conduct regular property inspections and safety checks, reporting issues promptly and following up to ensure they are resolved.
- Maintain all outside spaces, including gardens and courtyards, keeping them safe, tidy, and accessible.

Specific duties and responsibilities

Property Maintenance and Repairs

- Carry out minor repairs and general maintenance tasks, including basic plumbing, joinery, electrical, and decorating work.
- Replace fixtures and fittings when needed, such as taps, locks, door handles, and light fittings.
- Assemble and install furniture and equipment as needed.
- Undertake small-scale painting and decorating tasks.

Property and Grounds Upkeep

- Conduct regular property inspections to identify and report maintenance issues promptly.
- Ensure communal areas are clean, safe, and well-presented at all times.
- Maintain outdoor spaces, including light gardening, litter picking, and basic grounds maintenance.
- Keep pathways and entrances clear, safe, and accessible.

Contractor and Works Oversight

- Coordinate access for external contractors and assist with on-site liaison as required.
- Monitor completed works and report any concerns or outstanding issues.
- Report major repair needs or health and safety concerns to the appropriate person without delay.

Tenant Relations

- Respond promptly and courteously to maintenance requests.
- Maintain respectful, professional relationships with people living in Boaz houses at all times.

Administration and Compliance

- Maintain accurate records of work completed.
- Update records of the status of work and ensure accurate logs are maintained and updated.
- Liaise with Arawak Walton where appropriate.
- Comply with health and safety regulations and Boaz Trust policies at all times.
- Use tools, equipment, and materials responsibly and safely.
- Undertake training as required to maintain and develop relevant skills.

Roles and responsibilities within the daily life of the wider team

- To be committed to and supportive of Boaz Trust's values and ethos, demonstrating these in your work every day.
- To work collaboratively and communicate effectively with other Boaz staff and volunteers whenever necessary.
- To follow and implement Boaz Trust policies and procedures.
- To participate in the life of the team, which may include monthly in-person team meetings, daily prayer meetings, team away days and other times of team reflection.

Specific requirements - essential

- The post-holder must have a full valid UK driving licence and must have access to a car. This is essential as travel between our properties will be required for this role, and you will need to transport tools, equipment and housing supplies where appropriate.
- A good standard of both spoken and written English is also essential for this role. The role requires you to be able to communicate with tenants, staff, contractors and other external agencies effectively. You will also be required to keep accurate records, update computer systems and ensure that all data is kept up to date in an effective manner.

Person Specification

In addition to formal, paid work experience, we recognise the value of lived experience and voluntary activities.

Specification	Essential	Desirable
Knowledge and understanding	Basic repair skills (fixing doors, leaks, and fittings). Tool handling — safely and correctly using hand and power tools. Health & safety awareness — working safely and knowing limits (especially with electricity and gas). Preventive maintenance — checking and maintaining systems to stop problems before they happen. Time management — completing jobs efficiently and prioritising tasks properly.	Problem solving — diagnosing issues and finding practical solutions. Manual dexterity — for precise, controlled work. Attention to detail — ensuring measurements, fittings, and finishes are accurate and neat.
Skills and experience	Experience in general property maintenance or similar work. Basic knowledge of plumbing, joinery, decorating, and minor repairs. Communication skills — explaining work clearly, understanding customer needs, and listening carefully.	Team coordination — communicating effectively with other people including contractors, colleagues and others. Experience working in social housing, supported housing, or charitable organisations.

Specification	Essential	Desirable
Skills and experience	Professionalism — polite, respectful, and courteous when interacting with people. Reporting & updates — keeping people informed about progress, unexpected issues, or additional costs. Customer service — handling complaints or concerns calmly and providing reassurance.	Basic knowledge of safeguarding principles Relevant trade qualification (e.g. City & Guilds or equivalent).
Personal qualities and attributes	Genuine commitment to the rights and dignity of people seeking safety. Warm, relational approach - able to build trust across diverse communities Self-motivated and confident working independently Committed to the vision, values and mission of Boaz Trust; empathetic with the Christian ethos of Boaz Trust. Reliability. Showing up on time and completing jobs as promised. Honesty & Integrity – Being trustworthy when working in tenant's homes. Adaptability. Able to handle a variety of tasks and adjust to unexpected problems.	
Additional requirements	Willingness to work flexibly Right to work in the UK Satisfactory DBS check	

Stay in touch

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