



## **Aspirations Supported Housing Manager**

**Salary:** Band 10, £42,838 to £47,181 per annum

**Hours:** 37 Hours per week

**Contract type:** Permanent

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

This role requires a Disclosure and Barring Service (DBS) check at Standard/Enhanced level which will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

### **Why would you come to work at Portsmouth:**

We value diversity and work with people in a way that respects and acknowledges difference.

We are Person Centred; empowering people to make informed choices and respecting their needs and wishes in equal measure.

We are committed to open and honest engagement recognising the power imbalance. We will do this by, ensuring the children and families we work with maximise their potential and achieve the best possible outcomes available to them.

### **The Service**

The Aspiration Supported Housing Service provides an exciting opportunity for care-experienced young people aged 16–25 to develop the skills needed to manage their own tenancies and achieve independence.

The service is delivered across several shared houses managed by Portsmouth City Council, with a small staff team providing daily outreach support.

The overall aim is for each young person to successfully move on to, and sustain, their own permanent tenancy.

### **What is this role**

You will lead and manage supported accommodation for care experienced young people aged 16–25, ensuring they receive high quality, trauma informed support that promotes safety, independence, and progression into adulthood. You will oversee the operational running of the service, manage staff, ensure compliance with statutory duties linked to Leaving Care and Housing legislation, and work closely with Personal Advisors, Social



Workers, Housing and external partners to achieve positive outcomes and enable young people to build a positive future for themselves.

Responsibilities include:

- Ensure accommodation is safe, clean, and compliant with health and safety standards, including fire regulations and repairs management.
- Manage tenancy/licence agreements, occupancy, voids, and move on planning.
- Work with housing officers, landlords, and others to secure suitable long term move on options for young people.
- Ensure accurate and timely case recording, incident logs, support plans, and data for KPIs.
- Lead on service audits, inspection preparation, and contract compliance.
- Monitor service performance and implement continuous improvement plans.
- Produce reports for senior managers where required
- Work to a budget and oversee day to day operational expenditure.
- Monitor rent accounts, service charges, arrears, and Housing Benefit claims.
- Ensure financial processes support tenancy sustainment and young people's financial independence.
- Provide day to day support and guidance to staff , regular supervisions, and be responsible for ensuring their training and development needs are identified and met

### **Who is the person?**

**You will:**

- Have experience working with care leavers, looked-after young people, or vulnerable 16–25-year-olds.
- Possess a strong understanding of Leaving Care legislation, safeguarding, contextual risks, and trauma-informed practice.
- Have experience managing staff, leading teams, or running a supported accommodation service.
- Be confident in supporting young people with complex needs, risk-taking behaviours, and safeguarding vulnerabilities.
- Have excellent organisational, partnership-working, and communication skills- both written and verbal
- Be able to manage crisis situations and make defensible, child-centred decisions.
- Have good IT skills and able to use a variety of Microsoft packages such as Word and Excel
- Have a working knowledge of mental health, substance misuse, exploitation, and culturally competent practice.
- Ideally you will be educated to degree level and/or hold a qualification in social care, youth work, housing, or management (e.g., Level 5 Leadership & Management).
- Experience with semi-independent accommodation, tenancy management or housing-related support is desirable



## **Why come and work for us?**

We offer:

- A two-week induction and an ongoing package of Training
- Excellent administrative support for all staff
- A manageable caseload
- Effective leadership and support, with regular supervision
- We are committed to supporting our staff in a nurturing environment and the successful candidate will have opportunities via training and supervision to progress their career.

## **General Data Protection Regulation (GDPR)**

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our careers portal.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.