



Bromley Homeless

United Reformed Church
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Job Description and Specification

Role: Private Rented & Move On Officer

Charity: Bromley Homeless

Charity number: 1186655

Hours: Part time work. 4 days per week, working from the office

Duration: 36 months – (extension subject to future funding)

Remuneration: £26,500 (£33,125 pro-rata)

Overview of the role

We have a highly talented team of people at Bromley Homeless, both paid and volunteers – all carrying out extraordinary work and making a real difference to so many lives. Bromley Homeless is funded by generous donations and grants as we have no statutory funding.

We are looking for an experienced Private Rented & Move On Officer to join our team. Reporting to our CEO, you will manage the charity's Accommodation and Move on pathway, increasing the accommodation supply to Bromley Homeless clients.

We are looking for an individual whose values align with those of Bromley Homeless and who has experience working closely and links with a range of reputable landlords. The individual should possess the interpersonal skills that enable them to engage with a range of people in the community, local churches, staff and volunteers of the charity effectively to ensure a positive outcome and growth in understanding of the vital work we do. They should have exceptional communication skills both from a written and verbal perspective.

They will lead on reviving the Charity's Host scheme, attracting at least 12 new hosts per annum. They will work to maximise the move on of clients primarily from the Night Shelter and the day service. They will have extensive knowledge of the housing and property legislation, including the Renter Rights Bill with the ability to provide basic training to others on this and tenancy sustainment.

About Bromley Homeless

Bromley Homeless have a vision of a community where everyone has access to a decent home and no one feels their only option is to sleep rough.

Our mission, as an expression of Christian faith, is to provide support and positive intervention to empower anyone facing homelessness, principally in the London Borough of Bromley, to fulfil their desire for a safe and secure home and live a fulfilled life.

We deliver this mission through a range of services and activities operating year-round. Our strategic priorities have been set as:

1. Provide advice and advocacy to individuals over 18 to overcome a homeless situation
2. Provide timely and personalised support, encouragement and personal empowerment to end homelessness
3. Provide year-round emergency shelter, access to health and wellbeing services and food

4. Provide access to housing through supported housing and hosted accommodation, links with housing providers and private landlords
5. Prevent homelessness and challenge negative attitudes towards it by raising awareness of homelessness and giving a voice to those experiencing it.

Our values

We listen – We are approachable and listen without prejudice.

We care – We care about building long-lasting relationships with our clients and our compassionate approach promotes ongoing, open communication that builds mutual respect and trust.

We empower - We believe in the value and potential of all people and we want to empower all to achieve ambitions and live fulfilled lives.

We collaborate - We know we can have a bigger impact when we work together.

Key responsibilities of the role

- The successful candidate will be responsible for supplying a regular pipeline of properties via Bromley Homeless Accommodation and move-on pathway.
- Quarterly detailed reports are delivered on time to the Funding providers, with CEO sign off.
- Procuring and signing up tenants to at least 30 permanent private rented sector properties (Shared rooms, studios or 1 bed flats) per year, 6 social/supported properties and recruiting 12 new hosts annually.
- Rehousing clients, in good quality and safe accommodation, recording all relevant & mandatory checks.
- Assisting clients to complete and submit HB Applications and facilitating tenancy sign-ups.
- Establish and lead the Bromley Homeless Tenancy Sustainment regime to prevent repeat homelessness.

Operations

- The PR and Move On officer will report to the CEO or lead Trustee, and liaise internally with clients, colleagues and volunteers.
- Build a network and interact with a range of accommodation providers, including RSLs, Supported Housing, Clearing House, Private sector landlords and Hosts etc.
- Interact professionally with other colleague roles in the charity, providing cover for leave and undertake client assessments as required.
- Work with the volunteer Co-ordinator and Volunteer team for them to deliver any administrative and functional tasks, pivotal to their role.
- The role will include travel to inspect and secure properties for clients, accompanying clients to viewings in line with the lone working policy.

Accountabilities

- Commit to continuous learning and attend training as necessary
- Use of the InForm IT system, to record all landlord & accommodation documentation, including safeguarding alerts etc for the client
- Regular supervision and appraisal meetings with line manager

- Provide content from the Accommodation Pathway to enhance the charity's Social Media Team's digital presence and engagement.
- Lone working and Frontline safety procedures are to be followed.

This is a guideline of the duties and responsibilities of the Private Rented Sector and Move On Officer and is not an exhaustive list. Responsibilities may be enhanced and further duties added in accordance with the charity's needs and requirements.

Person specification

Essential

- Proven track record of being able to secure good quality, permanent properties from a wider variety of sources
- Excellent communication (both written and verbal) and networking skills
- Ability to work independently and with the CEO, colleagues, volunteers and a board of trustees
- Empathy of the issues faced by homeless or vulnerably housed people and a desire to see them achieve their goals and potential
- Ability to track, prioritise and meet deadlines and performance targets, generating accurate, detailed and timely monthly reports for the CEO, Trustee and funders every quarter.
- Interpersonal skills that enable you to relate and engage with a wide range of people, including those from challenging backgrounds
- Competent IT and written skills including report writing with appropriate attention to detail
- Ability to prepare, check and analyse financial information.

Skills and Abilities

- Knowledge of homelessness and property acquisition and standards.
- Excellent communication skills both written and verbal, demonstrating IT-efficiency.
- Outstanding influencing, negotiation and networking skills
- Make appropriate checks of landlords to ensure they meet Fit and Proper Criteria
- Meet performance targets and comply with all property regulations.
- Capture any learning through a client feedback process and improve what is being delivered with the objective of Continuous Improvement

Knowledge

- Good knowledge of housing markets within South East London and Kent and current trends and issues affecting those markets.
- Up to date knowledge of legislation as it relates to the Private Rented Sector.
- Excellent working knowledge of best practice relating to tenancy matters, private sector housing, welfare benefits, the issues affecting private residents.
- Knowledge of property standards and common problems.
- Knowledge of the General Data Protection Regulations 2018.

Hours

Role is 4 days per week to be worked from the office. Days can be flexible. There may be occasional early mornings, evenings or weekends depending on visits and events.

Location

The Private Rented and Move On Officer will be located in our offices in the United Reformed Church.

Contact and application

If you would like to discuss the role and find out more information, please contact the CEO, Lydia Lewinson.

lydia.lewinson@bromleyhomeless.org

To apply, please send your CV and covering letter by email to

lydia.lewinson@bromleyhomeless.org

Closing date for applications is 16 August 2026.