Housing Coordinator

The Angelou Centre is a Black-led organisation supporting Black and racialised women and children at risk of domestic abuse and other forms of Violence Against Women and Girls (VAWG). We are seeking an experienced **Housing Coordinator** to oversee our refuge accommodation and housing operations.

Role details

Contract	**Full-time, permanent, subject to funding**
Salary	£30,303 to £35,781.20 (£16.65 to £19.66 per hour), depending on experience and qualifications
Hours & days	35 hours a week, Monday to Friday, 9am to 5pm
Location	Newcastle upon Tyne

The role

You will keep our refuge accommodation safe, welcoming, and compliant with statutory building, property, health, and safety requirements. You will coordinate repairs and maintenance, manage tenancy matters, support the wellbeing of women and children using our services, and line-manage Refuge and Housing Support Workers.

What you will bring

- Housing or property management experience in a refuge or supported housing setting
- Line-management and project-management experience, including property agreements, risk assessments, fire safety, and maintenance schedules
- Strong knowledge of UK housing, health and safety, fire safety, domestic abuse, and adult & children safeguarding requirements
- A NEBOSH General Certificate, NVQ Level 3 or 4 in Health & Safety, or IOSH Managing Safely
- A commitment to anti-racist, trauma-informed approach, with empathy, cultural competence, and flexibility in crisis situations

Desirable

- Business development, financial reporting, or crisis-management experience
- Experience in the VAWG or women's rights sector
- A valid UK driving licence and access to a car

Please note: This role is subject to an Enhanced DBS check and is open to women only under Schedule 9, Part 1 of the Equality Act 2010.