

Recruitment Pack

Complaints and Resolution Officer

Dear applicant,

I'm delighted that you're applying for our Complaints and Resolution Officer role. You couldn't ask for a better team to work with. It's full of lovely people with strong values, a keen sense of teamwork and the desire to deliver outstanding results.

We are looking for an energetic complaints-handler, with a laser focus on customer service and resolution, to join us as a member of our relatively new Culture, Communications and Involvement directorate.

This is a permanent contract to help us strengthen the complaints and resolution service using our recently onboarded housing and case management system. This is a great opportunity to use your Customer Service skills and experience to help put things right for our residents and develop good, effective working relationships with colleagues across ISHA and also with our external contractors.

Reporting directly to me, you'll be responsible for the day-to-day management and resolution of complaints and responding to residents. We're a lean but ambitious team, so this is a hands-on role and I'm looking for someone who has initiative and can manage their workload to ensure deadlines are met.

If you're looking for your next dynamic role where you can say you are truly making a difference, come and help us accomplish our vision. I know you'll have the technical skills, attention to detail and the 'get-up-and-go' to help really take our team forward.

I'm looking forward to meeting you and hearing all about your experience and potential.

Best wishes
William Turnbull
Complaints and Resolution Manager

About us

Islington and Shoreditch Housing Association (ISHA) is a community and neighbourhood-based housing organisation, managing and developing quality affordable housing for people in North and East London, and building homes in Hackney, Islington, and Waltham Forest.

We are ambitious: Our vision is to co-create homes and communities where everyone can flourish so that “if people could choose, they’d choose us”.

Co-creation is central to our vision. We believe that for people to flourish, they need not only to have safety, security, and a sense of belonging, but they also need to be able to contribute to and shape their environment. We believe that for everyone, including our residents, and staff.

Our values: Our values are important to ISHA. They are at the heart of who we are and everything we do, and how we approach our work with residents and each other. They inspire our thinking and help guide our actions.

Pride in team ISHA

Passionate commitment to customers

Trusted to make the difference

Respect for everyone

Our 2020-26 Corporate Strategy has eight strategic pillars:

1. **Safety first** – ensuring our homes are safe.
2. **Service and satisfaction** – being a consistent & quality landlord, building service delivery that drives satisfaction in partnership with residents
3. **Security and growth** – setting residents off on a secure footing & helping create the conditions for people to flourish in their homes
4. **Somewhere** – anchoring ourselves in North London, especially Islington, Hackney, and Waltham Forest
5. **Supply** – building quality homes for social, London Affordable Rent and Shared Ownership
6. **Sustainability**
 - building green and actively seeking to reduce the environmental harm caused by our stock, our building and business practices
 - stewarding ISHA’s assets and finances and taking the long view
7. **Staff** – engaging with inspired, high performing staff
8. **Systems** – maintaining robust IT and business systems that support the business and our ambitions

We offer a wide range of housing choices: social rented, shared ownership, intermediate rent, market rent, supported housing and options for the elderly. We also provide homes and support for the Vietnamese, South-East Asian and wider communities. We are committed to

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ensuring equality, diversity, and inclusion to all communities in our approach to services and the way we work.

ISHA is smaller and more local than many other housing associations operating in London. The roots of ISHA go back to 1933 when we were involved with tackling slum clearance, poverty, overcrowding, ill-health, and high rents. Today we employ close to 80 staff and have over 2,500 homes.

We are proud to be a London Living Wage employer, and no employee will earn below that level. It is calculated independently to reflect the high cost of living in the capital, giving a worker in London and their family enough to afford the essentials and to save.

We are a diverse organisation with opportunities across a wide range of roles and professions, and we welcome talent from different backgrounds.

We have provided safe spaces for staff to speak out and have a plan to make us proudly anti-racist, concentrating first on growing allyship. This work has led on to co-creating a new diversity and inclusion strategy, and we have recently launched an internal staff-led EDI Council, who hold regular surgeries for staff to share their concerns in a safe space.

We work in close co-operation with our local authorities, the social housing regulator Homes England, the Greater London Authority (GLA) and other local housing associations, including Black and Minority Ethnic, special needs Housing Associations and co-operatives. Investment in development is provided through our own borrowing, the GLA and through local authorities. ISHA leads the North River Alliance (NRA), which is a consortium of North and East London community-based housing associations.

We have a G1 Governance rating and V2 Financial Viability rating.

Equality, Diversity, and Inclusion statement

We expect all ISHA's staff, residents, and stakeholders to be treated equitably and with respect in their dealings with us.

We will be inclusive and reflect the rich and diverse communities we exist to serve.

We will work to earn the trust and confidence of staff, residents, and stakeholders that they can expect - from us and our contractors - respect, fairness, and equitable treatment.

ISHA has co-created an equality, diversity, and inclusion strategy for 2023-25 (running concurrent to the current strategic plan) and works within the framework of this as well as all current legislation and codes of practice.

Employee benefits

Contractual

29 days annual leave (plus bank holidays) rising to 31 days after five years' service (pro-rata

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for part-timers). There are three compulsory office closure days between Christmas and New Year, which need to be taken from an employee's annual leave entitlement.

Non-contractual

Pension: Defined Contribution as a salary sacrifice. Starting at employer (ER) contribution of 6% and 2% employee (EE), or match funded up to a maximum of 10% from ER and EE.

Medicash: health benefits for employees who have completed their probation.

Emergency leave: Up to five days per annum for unexpected emergencies. Day one is paid on five occasions to allow employees time to make alternative arrangements.

Financial services: We joined with the London Credit Union that provides employees with fair, ethical, and affordable financial services. You can also access the home contents insurance negotiated for our residents.

Office/Hybrid working: All contracts are office-based, however after completing your probation, if your role allows and with prior managerial approval there is an opportunity to work from home some days. Compulsory 'all-directorate' in office days on Wednesdays, with monthly designated 'all-staff' in office days.

Employee Assistance Programme (EAP), offering emotional and practical support, advice for legal or financial matters, a manager support line and access to online self-help resources that can help you stay focused and protect your mental health and wellbeing.

Support for continuous professional development: Everyone has a Personal Development Plan, and we offer opportunities to take qualifications, contributing partial funding and study leave. We also offer study loans repayable over 10 months.

Management Academy for managers: Ongoing professional development for all managers that supports ISHA to set minimum standards and helps us meet best practice as line managers. We are members of the Institute of Customer Service and other relevant bodies with access to training through them. We also support **relevant professional subscriptions** (with approval).

Social opportunities: as a small organisation we meet regularly as a whole team, celebrate successes and share experiences.

Staff awards: Quarterly awards where colleagues nominate one another to express gratitude for great work. There are gift voucher prizes for individuals and a team award.

Other: Eye care vouchers, cycle to work scheme, Interest Free Season Ticket Loan (after probation).

[Access to our office - 102 Blackstock Road, London, N4 2DR \(map below\)](#)

Parking: There is very limited parking in the Finsbury Park area, but ISHA can provide a parking permit to staff with a disability who can only commute via car. We have pool cars or staff can book parking spaces when transport is essential for their role.

Bicycle racks are available outside the back and front of the office.

Tube/underground: The nearest tube station is Finsbury Park on the Victoria and Piccadilly lines (10 minutes' walk to our office).

Trains/overground: The nearest train station is Finsbury Park with trains from Moorgate and Kings Cross. London Overground operates a train from Stratford to Finsbury Park.

Buses: Many buses run between Finsbury Park station and our office: 4, 19, 106, 236. Other buses stop on Seven Sisters Road (7 minutes' walk) 29, 253, 259, 279.

Physical Layout and Features

Reception and the Customer Services Team are located on the ground floor. All other departments are on first and second floors. There is a lift that serves each floor.

Our office is wheelchair accessible, and there is a disabled toilet on every floor, and one at Reception. The height of some desks can be adjusted and would be suitable for wheelchair users or very tall people.

There are soft strip lights throughout with good natural light. Some managers' offices are further away from windows and rely more on artificial lighting, however, those offices have an air-cooling system to facilitate temperature control.

As the office is mainly open plan, noise level varies and can, at times, be high. Most employees sit in an open-plan office area with colleagues, with computers and printers operating intermittently during the day.

There are audio loop systems in the main meeting room, the tenant interview rooms and at Reception.

