

Clerk of Works

(Full Time, Permanent Position)

Ark Housing Association based in Belfast is a progressive Housing Association with ambitious plans for growth over the next five years.

We are seeking to recruit an experienced and dedicated individual to join our organisation as **Clerk of Works**.

The successful candidate will be working out of our offices at 43 Stockman's Way, Belfast BT9 7ET.

Reporting to the Director of Housing Supply you will be responsible for delivering exceptional, inspection and monitoring of all new build housing developments, ensuring that construction, M&E and other associated site-based work is carried out to the required standards of quality, safety and compliance.

The Clerk of Works will play a key role in verifying that contractors and consultants are delivering works in accordance with technical specifications, statutory requirements, and the Employer's Requirements. The role contributes directly to Ark Housing's client-side assurance framework.

CORE AREAS OF RESPONSIBILITY:

- Site Inspection & Quality Monitoring
- Health, Safety and Environmental Oversight
- Documentation and Reporting
- Compliance and Assurance support
- Hand-Over and Post-Completion

Applicants must satisfy the following essential criteria:

- Have a relevant construction-related qualification (e.g. HNC, HND, NVQ Level 4+)
- Valid CSCS card (or willingness to obtain)
- 3+ years' experience on construction sites, ideally residential
- Track record of quality inspection and snagging
- Understanding of Building Regulations, NHBC or similar standards
- Knowledge of construction sequencing, quality control methods and CDM principles
- Strong observational and diagnostic skills
- Ability to work within a team and collaborate on common goals
- Full driving license with access to a vehicle for business purposes

Benefits include:

- Current annual salary range is £37,506 to £42,675. Remuneration including employer pension contribution of 19% for 2025-26 is equivalent to £44,632 to £50,783. Salaries are reviewed annually in accordance with the Association's remuneration policy.
- Access to a Salary Sacrifice Electric Car Leasing Scheme with Monthly Head Office Charging Allowance
- 22 days annual leave moving to 27 after 5 years' service and 32 days after 10 years' service.

- 13 customary holidays per annum.
- A range of excellent work and family friendly policies.

Ark Housing reserves the right to enhance the criteria for the short listing of suitable candidates without further notification.

Ark Housing is an equal opportunities employer. Applications are welcome from individuals irrespective of gender, marital status, disability, religion, race, ethnic origin, age or sexual orientation.

**CLOSING DATE AND TIME FOR RECEIPT FOR COMPLETED APPLICATIONS IS:
FRIDAY 17th OCTOBER 2025 AT 12 NOON.**

Anyone wishing to apply for the above position may get a recruitment pack by clicking on this link: [Clerk of Works - Ark Housing](#)

Please note CVs will not be accepted.