

Wherry Voids / Lettings Team / Fund Raising

The Voids and Lettings Team co-ordinates the letting of all the newly built homes and empty properties within Wherry. They work closely with each council in the area to achieve the letting of the properties as quickly as possible and ensure that the homes are allocated appropriately. The Team interview all prospective tenants to assess the suitability of any offer, balancing the applicant's needs with the conditions in a particular area. The first contact that all new tenants have with Wherry is via this team.

Assistant Director of Income and Neighbourhoods



Sue Stavers

Telephone: 0800 013 2327

Mobile Telephone Number 07736 028431

Email WherryIncomeTeam@circle.org.uk

As the Assistant Director, Sue brings together our Neighbourhood, Income and Voids & Lettings teams. She is responsible for making sure that these services meet or exceed the levels set and agreed with our residents and the Wherry Board.



Head of Housing (Sustainable Communities)

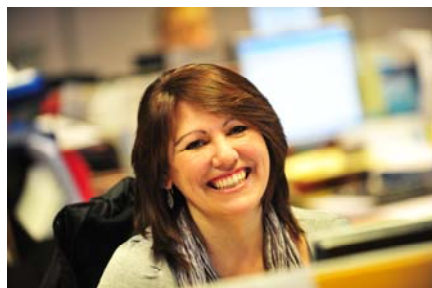
Jodie Cunnington-Brock

Telephone: 0800 013 2327

Mobile Telephone Number 07796 191104

Email nominationandreletofficer@circle.org.uk

Jodie oversees our Income and Voids and Lettings services making sure that performance is high and a quality service is delivered. Jodie also coordinates the Association's employment opportunities for customers and secures funding from external agencies.



Fund Raising and Partnership Manager

Lisa Irving

Telephone: 01603 703728

Mobile Telephone Number 0777 0704740

Email lisa.irving@circle.org.uk

Lisa's role is to maximise external funding opportunities to help develop and build upon our services. Lisa works to identify potential funding streams, puts together bids and sets up projects to make sure that we continuously improve our services. In addition, she is also available to assist residents groups to seek funding for their local communities.



Voids and Lettings Manager

Mike Lauff

Telephone: 0800 694 0165

Mobile Telephone Number 07768 556765

Email: WherryLettings@circle.org.uk

Mike manages the Voids and Lettings Team and liaises with local authorities to ensure that customers receive a quality service when they are allocated a home. Mike focuses on performance and staff management to make sure that homes are let to customers as efficiently and quickly as possible.



Voids and Lettings Officer

Hayley Stannard

Area: Patch 2, Patch 3, Patch 6, Patch 7 and Patch 9

Telephone: 0800 694 0165

Email: WherryLettings@circle.org.uk



Voids and Lettings Officer

Hannah Booley

Area: Patch 1, Patch 4, Patch 5 and Patch 8

Telephone: 0800 694 0165

Email: WherryLettings@Circle.org.uk

Hayley and Hannah are responsible for accurate and timely advertising of homes that are being vacated and the short listing of applications. They work very closely with councils and prospective tenants to ensure allocations are fair, undertaking checks to verify applicants' details. They closely monitor the progress of void properties throughout the repair and letting stages to see they are carried out efficiently. In addition they also prepare tenancy agreements and update our computer systems and oversee the issuing of decoration vouchers.



Voids and Lettings Assistant

Sarah Burrows

Telephone: 0800 694 0165

Email: WherryLettings@Circle.org.uk

Sarah is the first point of contact for all new tenants of Wherry conducting telephone interviews with prospective tenants including arranging translation services where necessary, organising viewings and appointments to sign up for tenancies. In addition Sarah administers the payment of decoration vouchers and manages the waiting list for around 150 garages and carries out the lettings of these.