



Several vacancies may be available - multiple selections may be made

Job Title:	Housing Management Assistant, S-1173-07
Location:	RAF Lakenheath
Vacancy Number:	301080
Close Date:	15 September 2026
Hours and Schedule:	37.5 hours, Mon-Fri (0800-1630)
Hourly Pay:	£14.72-£20.08

Benefits:

- **Competitive Salary:** the starting salary for this position is £14.72 an hour
- **Holiday:** 25 Days Annual Leave + UK Bank holidays
- **Paid Sick Leave**
- **Pension Scheme**
- **Free On-Site Parking**
- **Employee extras such as:** Life Assurance scheme, Employee Assistance Program, Specialized Training, Developmental Opportunities, Receive time off, cash, and honorary awards for significant contributions

Job Description

The primary purpose of this position is to manage day-to-day operations, maintenance, and administrative support for Unaccompanied Housing facilities to ensure mission-ready habitability and quality-of-life standards. The incumbent serves as a facility manager overseeing routine repairs, housekeeping requirements, and property upkeep while managing room applications, assignments, and required in/out-processing inspections. Additionally, this role acts as a primary mentor for resident service members—guiding them on Air Force standards, military acculturation, and social development—while accurately maintaining all official housing records and program documentation.

Qualifications and Key skills

- A valid UK CAT B driving license is required

In order to qualify, the applicant must possess at least one year of specialized experience in housing management or operations, demonstrating the ability to acquire and apply comprehensive knowledge of DoD, HQ USAF, MAJCOM, and local unaccompanied housing instructions, furnishings policies, and safety and security directives. Additionally, the candidate must develop a working knowledge of appropriated fund budget systems and contracting provisions to support fund commitments and negotiations, demonstrate proficiency in managing electronic records through data input, retrieval, and storage, and exhibit strong oral and written communication skills

Other Significant facts

1. You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations. This position may also be coded as mission essential.
2. You may be required to travel by military and/or civilian aircraft, and you may also be required to travel to the US or other country, in the performance of official duties or attend necessary training.
3. You will be required to complete a 6-month probationary period.
4. Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies. Overtime may be required and you may be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent. Work may include some overtime, but it cannot be guaranteed and should not be expected.
5. You must be able to communicate effectively both orally and in writing.
6. Work may occasionally require travel away from normal duty station.
7. The employee may be required to travel on military or commercial aircraft.
8. This position requires participation in a 24/7 rotating on-call schedule to respond to after-hours lockouts, emergencies, and urgent dormitory relocations (e.g., fires, floods). When rostered, the employee must remain fit for duty (no alcohol/drugs), maintain working transportation and phone access, respond by telephone within 10 minutes, and be able to report to the installation within 45 minutes. On-call allowance applies strictly during scheduled duty periods and is not payable during leave, sick absence, or un-rostered days.
9. The Local National Direct Hire (LNDH) Program does not participate in regular drug testing, however positions covered by this document may be subject to drug testing upon reasonable suspicion of substance abuse, and safety mishap or accident testing.

NOTE: You will require a security clearance and a right to work in the UK

This position may have certain restrictions on US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

LNDH Application: <https://forms.osi.apps.mil/r/HiHn37upJw>

Supporting Documents to be submitted via email to 100fss.fsmc6@us.af.mil