



Recruitment Pack

Rural Housing Enabler

Job Title: Rural Housing Enabler

Hours: 36.5 hours per week, including some evenings and weekends

Salary: £32,164

Location: Combination of office based (Hopton Park) and home working

Contract: Fixed term contract ending March 2025

This recruitment pack contains:

- Information about the role (page 2)
- Job description (page 3)
- Person specification (page 5)

To apply for the role, please complete the application form and return to Nicky Theobald by email: ntheobald@communityfirst.org.uk or by post: Community First, Unit C2 Beacon Business Centre, Hopton Park, Devizes, SN10 2EY

Application Deadline
Midday on 12th April 2024

Community First is an equal opportunities employer.

Vacancy

Rural Housing Enabler

Hours: 36.5 hours per week, including some evenings and weekends

Salary: £32,164

Location: Combination of office based (Hopton Park) and home working

Contract: Fixed term until the end of March 2025

Supervisor: Head of Community and Business Development

Community First

Community First has been supporting Wiltshire and Swindon communities for more than 53 years. Our team goes the extra mile to create brighter futures for those living and working in the county. Putting people first is at the heart of everything we do.

We are looking for an enthusiastic facilitator who can bring together professional stakeholders and communities to help plan for a better future through appropriate small-scale housing development.

You will be working in partnership with local communities and Local Authorities to achieve affordable rural housing across rural Wiltshire. You will engage with communities, housing organisations, Parish Councils, Local Authorities, landowners, developers, agents, planners, other partners and community leaders to bring forward sites and solutions to meet local need through the provision of affordable housing projects on rural sites.

Due to the nature of the work, you will be required to undertake a satisfactory DBS check.

If you would like to find out more about this position, please contact Harry Tipple, Head of Community and Business Development on: 01380 732 824 or htipple@communityfirst.org.uk

Closing date: Midday on 12th of April 2024

Interview dates: 19th of April 2024

Community First is an equal opportunities employer. Registered Charity No. 288117.

Job Description

Rural Housing Enabler

Job Purpose

We are looking for an enthusiastic facilitator who can bring together professional stakeholders and communities to help plan for a better future through appropriate small-scale housing development. You will be working in partnership with local communities and Local Authorities to achieve affordable rural housing across rural Wiltshire. You will engage with communities, housing organisations, Parish Councils, Local Authorities, landowners, developers, agents, planners, other partners and community leaders to bring forward sites and solutions to meet local need through the provision of affordable housing projects on rural sites.

Main Duties

- Support, advise and steer communities, and town and parish councillors from their initial interest in providing affordable housing, through scheme inception and pre-development phases to completion.
- Assist communities identify the nature and extent of affordable local housing need in their community, including where appropriate through a Housing Needs Survey.
- Support rural communities to choose a delivery option that best suits their capacity and in the knowledge of the availability of local technical support.
- Assist communities identify a deliverable site for development of affordable housing and/or secure affordable housing as part of market led schemes.
- Work with communities to build and maintain support for the scheme, ensuring the community is meaningfully engaged throughout the pre-development process, including during scheme design.
- Building collaborative partnerships with key partners to provide a clear pathway to a successful planning application and delivery. Partners may include, but are not limited to, local communities, parish councils, housing association staff, officers from the Local Housing Authority and the Local Planning authority and local developers.
- Act as an honest broker between the different parties, providing informed and impartial advice.
- Support Neighbourhood and Community Plan groups implement their proposals and policies for delivering rural affordable housing.
- Create a supportive policy and political environment for rural affordable housing by providing training and advice to key stakeholders.
- Work closely with Local Planning Authority and Local Housing Authority officers to develop policy and strategies and share practical initiatives and good practice to support the delivery of rural affordable housing.
- Provide regular pipeline monitoring reports, aligned to funding requirements, and as required by the Rural Housing steering group to inform prioritisation of RHE activity.
- Facilitate the Rural Housing steering group to effectively unlock local barriers at strategic or scheme level to ensure schemes progress to build and completion.
- To carry out any other duties by negotiation with the Community First Head of Community and Partnership development as may be required from time to time.

The post-holder will contribute to achieving the overall mission of Community First.

- Implement and develop ACRE Quality Standards
- Participate in the team-working approach of Community First
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Office Fire Certificate.
- Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Dignity at Work Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.
- This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post holder as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Person Specification

Rural Housing Enabler

<p>Qualifications</p>	<p>Ideally, a University Degree or professional qualification relevant to housing.</p>
<p>Knowledge, skills and experience</p>	<ul style="list-style-type: none"> • Excellent stakeholder engagement and management skills. • Experience of working in the field of housing delivery and working with local authority planning and housing teams. • Experience of the development process related to housing. • Ability to form and maintain appropriate professional relationships with Parish Councils and other VCS organisations, communities, public sector employees, elected members and other appropriate agencies. • Knowledge of funding mechanisms relating to the delivery of affordable housing, including tendering and procurement. • Ability to develop and progress the skills, knowledge and confidence of individuals and groups. • Ability to manage own priorities, time and workload to agreed deadlines, budget and quality standards. • Excellent communication skills in particular verbal communication giving advice in person, over the telephone or via Zoom and good written communication. • Ability to write concise reports, case studies, newsletter articles etc. • Self-motivated and able to work under own initiative. • Diplomatic, articulate, enthusiastic, with good communication skills. • Detailed knowledge of the housing sector and the key challenges facing the development of schemes and community engagement. • Good general IT skills (Microsoft Word, Excel, using databases). • Excellent online skills including the ability to use Teams, Zoom and other teleconferencing packages. • Experience of supporting a board/advisory group, board development and governance. • Experience of working with diverse communities of place, interest and character.
<p>Circumstances</p>	<ul style="list-style-type: none"> • Ability to work from the Community First Office in Hopton Business Park and work from home where appropriate. • Ability to travel independently around Wiltshire to visit groups and organisations • Confidence in working 'on the ground' in a community • Willingness to attend evening and occasional weekend meetings if necessary