



## Recruitment Pack

# Rural Housing Enabler

**Job Title:** Rural Housing Enabler

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**Hours:** 20 hours per week, including some evenings and weekends (Open to Job share or associate)

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**Salary:** £32,164 FTE (£17,624 pro rata for 20 hours)

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

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**Contract:** Fixed term contract ending March 2027 with possible extension

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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](mailto:ntheobald@communityfirst.org.uk) or by post: Community First, Unit C2 Beacon Business Centre, Hopton Park, Devizes, SN10 2EY

**Application Deadline**  
Midday on 1<sup>st</sup> of June 2026

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*Community First is an equal opportunities employer.*

## Vacancy

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**Supervisor:** Deputy CEO

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### Community First

Community First has been supporting Wiltshire and Swindon communities for 60 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, Deputy CEO: 01380 732 824 or [htipple@communityfirst.org.uk](mailto:htipple@communityfirst.org.uk)

**Closing date: Midday on 1st of June 2026**

**Interview dates: 9th of June 2026**

*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.
- Contribute to the delivery of the Action with Communities in Rural England Rural Housing Enabler (RHE) programme through active cooperation and consultation across the network, including participation in meetings and knowledge sharing (with of focus on collaboration with neighbouring County's such as Dorset and Somerset)
- Attend training and development activities, contribute to policy consultations, and provide timely advice and support in response to requests from network members.
- 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 Deputy CEO 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><b>Qualifications</b></p>	<p>Ideally, a University Degree or professional qualification relevant to housing.</p>
<p><b>Knowledge, skills and experience</b></p>	<ul style="list-style-type: none"> <li>• Excellent stakeholder engagement and relationship management skills, with the ability to work effectively across sectors.</li> <li>• Experience of working in housing delivery, including collaboration with local authority planning and housing teams.</li> <li>• Understanding of the housing development process, including key stages and stakeholders involved.</li> <li>• Proven ability to build and maintain professional relationships with Parish Councils, VCS organisations, community groups, public sector officers, elected members, and partner agencies.</li> <li>• Knowledge of funding mechanisms for affordable housing delivery, including tendering and procurement processes.</li> <li>• Ability to support and develop the skills, knowledge and confidence of individuals and community groups.</li> <li>• Strong organisational skills, with the ability to manage priorities, workload and deadlines to agreed budgets and quality standards.</li> <li>• Excellent communication skills, both verbal (in-person, telephone and online platforms such as Teams/Zoom) and written.</li> <li>• Ability to produce clear, concise written outputs including reports, case studies and newsletter content.</li> <li>• Self-motivated, with the ability to work independently and use initiative.</li> <li>• Diplomatic, articulate and enthusiastic, with a professional and confident approach.</li> <li>• Detailed knowledge of the housing sector and the challenges associated with scheme development and community engagement.</li> <li>• Experience of supporting boards or advisory groups, including governance and development.</li> <li>• Experience of working with diverse communities of place, interest and identity.</li> <li>• Ability to promote community empowerment and inspire engagement in rural housing issues.</li> <li>• Good IT skills, including Microsoft Office (Word, Excel) and database use.</li> <li>• Strong digital communication skills, including use of Teams, Zoom and other online collaboration tools.</li> <li>• Technical and Contextual Knowledge</li> <li>• Knowledge of tools and datasets from the Office for National Statistics, including parish profiling and analysis of population and health data.</li> <li>• Understanding of local planning issues and the strategic housing context in Wiltshire.</li> <li>• Understanding of neighbourhood planning and how it can support effective rural housing provision.</li> </ul>

	<ul style="list-style-type: none"> <li>• Awareness of the challenges associated with rural social and affordable housing delivery.</li> <li>• Understanding of sustainability considerations in housing design, particularly in the context of community consultation.</li> </ul>
<p><b>Circumstances</b></p>	<ul style="list-style-type: none"> <li>• Ability to work from the Community First Office in Hopton Business Park and work from home where appropriate.</li> <li>• Ability to travel independently around Wiltshire to visit groups and organisations</li> <li>• Confidence in working 'on the ground' in a community</li> <li>• Willingness to attend evening and occasional weekend meetings if necessary</li> </ul>