**Job Description**

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| **Job Title:** | Rural Housing Team – Team Leader |
| **Reports to:** | Operations Director |
| **Location:** | Devon Communities Together, Exeter |

**Job Purpose:**

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| To lead a team of Rural Housing Enablers with the principal aim of helping to tackle the problems of affordable housing in rural Devon. To provide an independent and robust rural housing enabling service to Parish Councils, other community groups and the Devon Rural Housing Partnership (DRHP) of Local Authority and Registered Providers.  The work includes a mix of direct work with local communities, facilitation with partner agencies, and strategic work.  In addition, to support the Directors / CEO / Board of Trustees in delivering the Vision and Mission of Devon Communities Together. |

**Principle Duties and Responsibilities:**

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| **Working with Communities**   1. To raise awareness of housing issues and work with rural communities in Devon to enable solutions. 2. To explore ways of increasing the supply of affordable housing, and investigate or develop innovative solutions (e.g.: low cost build, community land trusts, self-build, etc). 3. To work with communities to undertake parish-level Housing Needs Surveys and provide detailed evidence to support the pre-development and planning process. 4. In partnership with Parish Councils and Local Authorities, to identify suitable sites and explore possible housing solutions. 5. To act as lead facilitator between communities, Parish Councils, Local Authority Housing and Planning departments, Councillors, landowners, Planning Agents and Registered Providers encouraging partnership working and ensuring community involvement in the predevelopment process. 6. To provide advice and information to communities and individuals about housing options, including community owned affordable housing, development, design and funding options, to meet their housing need.   **Support for the DRHP**   1. To take lead responsibility for the co-ordination and development of the Devon Rural Housing Partnership and the functioning of the Partnership Delivery Board 2. To provide assistance in the delivery of the current affordable housing programme by:    1. Providing an additional resource on rural schemes that have planning difficulties or require facilitation work within the community, acting as an independent broker.    2. Working with Registered Provider partners to address any slippages and blockages in the pipeline of rural affordable housing delivery. 3. To assist the DRHP with forward planning by working alongside Registered Provider partners to identify a strong rural programme made up of schemes developed from a mix of a needs-led approach and schemes that are opportunity led. 4. To liaise with partner organisations in order to develop a sense of priority for schemes within the rural programme. 5. To report on progress regularly to the Devon Rural Housing Partnership Delivery Board, to the wider Devon Rural Housing Partnership and to individual funders as required.   **Management**   1. To line manage a small team of Rural Housing Enablers and to ensure that the Rural Housing Team achieves its delivery targets. 2. To support the Operations Director in the day to day management of the Rural Housing Team budget and with longer-term budget setting and monitoring. Recommending on expenditure for the Operations Director’s approval 3. To take lead responsibility within the Rural Housing Team for setting and monitoring work plans and achieving delivery targets. 4. To take lead responsibility for the development of income generation/ consultancy services and achieving budgeted income targets for the Team.   **Strategic**   1. To “rural proof” local and national strategies to ensure that rural housing is not disadvantaged. 2. To liaise with other RHEs nationally and promote Devon’s perspective and the needs of Devon’s communities, at regional and national levels as appropriate. 3. To promote rural housing by evidencing the need for continued/increased investment into a Rural Housing Programme in Devon. 4. To ensure a public profile for rural affordable housing in Devon and publicise the Rural Housing Team’s successes.   **General**   1. To identify training needs / opportunities and create / design and deliver bespoke training courses. 2. To keep abreast of current issues, trends and developments, locally and nationally, in the field of rural housing.   **Devon Communities Together**   1. To prepare and assist with appropriate reports, magazine articles, press and media enquiries etc, and any monitoring requirements of Devon Communities Together. 2. To attend staff and management meetings as required and to undertake any other duties relevant to the Job Purpose as requested by Line Manager/Directors/CEO. |

**Structure Chart:**

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**Person Specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | Educated to Degree level or equivalent business qualification (or evidence of working at this level) | * A qualified housing professional * Member of CIH | Certificates / Membership details. |
| **Skills** | **Management**   * Ability to manage, lead and direct a small team   **Communication**   * Excellent interpersonal skills. Able to communicate clearly and tactfully in an appropriate manner in person and in writing. Dealing with the media, the public and political and professional leaders * Excellent report writing skills * Negotiation and networking skills   **Organisational skills**   * Able to prioritise, set and meet targets, ensuring deadlines are met * Organise partnership meetings. Manage agendas, invitations, minute taking, action monitoring.   **Knowledge**   * Understanding of issues affecting affordable housing delivery * Planning systems and their application within Local Planning Authorities * Understanding of issues affecting rural communities   **IT skills**   * High level of IT skills, e.g. Microsoft Office applications, email * Good analytical skills | * Managing budgets – monitoring expenditure * Skilled at delivering presentations to a variety of audiences. * Detailed knowledge of rural Devon * Understanding the localism agenda, including the Localism Act 2011 and Neighbourhood Planning * database applications / data analysis * use of social media | Application Form and Interview  Application Form and Interview  Application Form and Interview  Application Form and Interview |
| **Experience** | * Experience of affordable housing development * Experience of working with communities (community engagement / consultation) preferably in a rural context | * Bid writing * Experience of the voluntary sector * Working closely with partners / partnerships and managing expectations | Application Form and Interview |
| **Personal Qualities** | * A thoroughly professional manner to lead and influence stakeholders at a strategic / national level. * Ability to understand and accurately interpret complex local and national policy concepts and their impact on the housing market across Devon. * Passionate about affordable rural housing. Have a vision for the future and the ability to adapt the service * Highly motivated and flexible, able to enthuse and motivate others. * Ability to work individually but also as part of the RHE team and the wider Partnership. * Ability to travel around a large county for meetings, willing to work some unsocial hours, mainly evenings, some weekends | * Highly innovative with an ability to spot opportunities * Detailed understanding of equal opportunity issues | Application Form and Interview |