

Job Description

Job Title:	Rural Housing Administrative Officer Devon
Reports to:	DCT Rural Housing Enabler Manager
Location:	Office (currently Exeter) and hybrid working arrangements
Hours	0.4 FTE
Term	Fixed term until 31 st March 2026 (to be reviewed)
Salary	SCP 21 £24,812 (1FTE) (£9,925 - 0.4 FTE)

Job Purpose:

To work as directed by the Rural Housing Enabler Manager to deliver projects working alongside Devon Communities Together (DCT) Delivery Team and other DCT, external partners and stakeholders. To provide administrative support for Housing Needs Surveys, the Devon Community Housing Hub and Rural Housing Enabling work.

Principal Duties and Responsibilities:

The Rural Housing Administrative Officer position has an intentionally wide scope to enable a flexible response to changing policies and programmes. The post holder will be supported and guided in the fulfilment of each project work area by the Rural Housing Enabler Manager.

1. To support the delivery of DCT Housing Need Survey development and delivery:
 - a. Plan and deliver Housing Needs Surveys, including online and postal distribution, monitoring responses, and accurate data entry.
 - b. Provide administrative and financial support, managing documents, communications, purchase orders and invoices, record keeping.
2. Assist with marketing and communications for housing services:
 - a. Website updating, printing marketing materials,
 - b. Communicating with Parish Clerks and other stakeholders,
 - c. Setting up and assisting with the running of online and in person meetings.
3. Support Devon Community Housing Hub activities, as requested.
4. Undertake any other duties commensurate with the Job Purpose as directed by DCT management.

Structure Chart:



Person Specification:

Attribute	Essential	Desirable	Method of Assessment
Management	N/A		Application form / Interview
Experience	Previous experience of administrative work.	Experience of running surveys, experience in a local government and/or housing delivery setting.	Application form / References / Interview
Practical Skills	Excellent computer skills Good written and spoken Communication Skills. A keen eye for detail and the ability to complete tasks to a high level of accuracy.	Familiarity with Customer Relationship Management software. Familiarity with website editing software.	Application form / References / Interview
Strategic Thinking	The ability to plan and organise your own work schedule and deliver to deadlines.		Application form / Interview
Education and Training	Maths and English GCSEs as minimum	One or more Level 3 qualifications, and/or a qualification in Business Administration/Office Skills.	Application form
Specialist Knowledge	Confident & proficient in the use of microsoft systems, including Word, Excel, PowerPoint and Data Management. General awareness of rural housing issues	An understanding of issues surrounding rural affordable housing. Knowledge of the local government planning system. Experience of data research and analysis.	Application form / Interview
Personal Attributes	A helpful and positive attitude, and a willingness to learn new skills.		Application form / References / Interview
Equality, Diversity & Inclusion	Understanding and recognition of the principles of equality, diversity & inclusion.	Awareness of Equality Act 2010.	Application form / Interview