



Job Description / Person Specification

Job Description: Community Led Housing Development Manager

Salary: £50,000 (pro rata)

Term: Permanent

About AirS:

Action in rural Sussex (AirS) is a charity established in 1931. Our vision is for a thriving rural Sussex, full of choice and opportunities for everyone, regardless of their circumstances. Our range of skills and projects to achieve this are unique in Sussex, supporting development and sustainability of community assets such as community buildings, community led affordable housing and community development projects to improve health and wellbeing.

Please see the attached Prospectus for further information.

About The Sussex community Housing Hub:

The Hub is an enabling service within AirS which provides technical advice and support to some rural and community led affordable housing projects across Sussex. We are a small team of accredited community led housing advisors and rural housing enablers.

Purpose of the post:

To lead the Sussex Community Housing Hub team and provide technical advice and support to communities engaged in community led housing projects. Providing guidance to those communities through the five stages of the community led development process to achieve their schemes. Supporting the Chief Executive in the overall delivery of the programme.

Accountable to: Chief Executive

Staff responsibilities: To line manage the AirS CLH Advisor

The postholder will support the Sussex Community Housing Hub Service in providing technical affordable housing development advice and support to enable community led housing scheme delivery.

Working in conjunction with other members of the Sussex Community Housing Hub (SCHH) Team to deliver locally affordable housing – through rural exception sites, community led housing schemes, Section 106 agreements, existing property acquisition and regeneration.

The role will involve engaging and working in partnership with communities / community leaders, town and parish councils, district and county authorities, landowners, developers, Housing Associations, agents, planners, and other partners to enable delivery of affordable housing projects across East and West Sussex.

It is envisaged that the work will inform key lead partners of community led housing schemes and Druv Homes - the emerging AirS Housing association - where it is taking a lead role.

Main tasks and responsibilities

- To support the Chief Executive and Senior Leadership Team in the delivery of the Rural and Community Led Housing Programme, through operating a caseload of community led housing projects and expanding the work of the Sussex Community Housing Hub.
- To lead the Sussex Hub team via the twin programmes of rural and community led housing enabling and delivery of local needs and community led schemes

Business planning- Facilitating the community group's vision for the project, considering an appropriate model of community-led affordable housing, exploring the implications for capital and revenue funding etc.

Site identification and land acquisition - Advising on the site selection process and on the heads of terms between the community group and the landowner. Advising on the content and structure of a public meeting designed to win the support of the wider community for a recommended site. Recommending solicitors based on our experience of other projects. Advising in a non-professional capacity on options, leases, local lettings plans and S106 agreements.

Assist communities to identify sites / properties for development of affordable housing and/or secure affordable housing as part of market led schemes.

Raise awareness of the need for affordable housing by visiting communities and attending town and parish council meetings and events to provide information and give an overview of the housing enabling work to encourage support for locally affordable housing.

RP selection and oversight – Advising on potential RP partners, administering the selection process, facilitating the agreement of partnership heads of terms and generally overseeing the relationship for the duration of the project. This includes agreeing a funding strategy, especially with regard to revenue and capital grants.

Work with RPs of social housing and communities to build and maintain support for development schemes, ensuring the community is meaningfully engaged throughout the pre-development process and during the scheme design by attending community based meetings and arranging for consultation to take place.

Build collaborative relationships with key partners including communities / community leaders, parish councils, RPs, local authority housing and planning staff, land agents and developers to support effective partnership approaches to enabling work.

Planning issues - Supporting the community group in deciding the number, type, tenure and design principles of the proposed housing and to play a full part in promulgation of the planning application. Facilitating discussions between the community, RP (if involved) and LA about the wording of the Section 106 agreement (where applicable) and ensuring that the community's preferences are incorporated as fully as possible.

Commissioning – Supporting groups in obtaining funds for commissioning project teams including architects, engineers etc and overseeing the performance of professional advisers.

Development risks – Ensuring that the party taking the development risk understands the implications should any such risks materialise.

Communication - Supporting the community group in its communications with the wider

community as and when required, including as many public meetings as necessary.

Project Management - Administering project team meetings ; drafting agendas, chairing and taking minutes as required until the community group feels confident enough. Maintaining an up to date project plan which forecasts when all elements of a project will take place.

Training - Organising training sessions in response to the community group's emerging needs. These include sessions on (a) accounting, (b) governance, and (c) allocations. Arranging peer-learning visits to other communities.

Problem Solving - Helping to keep the project on track by problem solving as and when snags arise; ranging from the availability of grant for rented to occasional reductions in the capacity of volunteers.

Access to Funds – Advising community-led housing groups regarding possible sources of funding at each stage of the project; assisting with drafting funding bids and developing supporting documentation.

Lobbying – Working with others in the community-led affordable housing sector to maximise resources and policy support for community-led housing projects, including relationships with MPs, civil servants and special advisers.

Other - Explore new and innovative housing initiatives particularly using sustainable and modern methods of construction which enable scheme delivery.

Work with the Sussex Community Housing Hub team to actively seek and bid / apply for grant and loan finance revenue / capital funding for affordable housing schemes and the Hub itself.

Develop and maintain a comprehensive list of organisations / key contacts of all affordable housing development market lenders and funders. Establishing and maintaining links with key contacts.

Performance reporting – To clients and Local Authorities as required

General duties

- Provide an excellent service internally and externally.
- Provide reports, assessments, presentations, support training and workshops.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Be responsible for continuous learning, in particular to keep appraised of policy, legislative developments and best practice that are relevant to the post
- Undertake appropriate training - personal and professional development.

Health & Safety:

- To uphold AirS Health and Safety requirements, particularly by following agreed codes of practice and safe methods of working.
- To fulfil personal responsibilities with regard to AirS Health & Safety and Risk Policies.

- To comply with the Health & Safety policies and arrangements which are in place to ensure that staff and others are safe, and communication is effective.

Equality, Diversity, and Inclusion:

- To uphold AirS policies relating to Equality, Diversity, and Inclusion.

Statement of Flexibility:

- Attend and participate in AirS (and associated bodies) events and staff meetings.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time. The post holder will be expected to carry out other related duties and responsibilities as may reasonably be requested.
- Staff team-working and individual personal development are key to AirS success in delivering its business aims and objectives. All staff will therefore be expected to have a flexible attitude in responding to new priorities and opportunities as they arise.
- The post holder will be expected to continuously develop their skills and experience.

Hours per week: 21 hours a week

Location - The post is based in Sussex with an office in Lewes. We operate hybrid home / office working. Regular but infrequent travel across the operational area to supplement online meetings. Use of own transport required.

Person Specification: Community Led Housing Development Manager

Criteria	Essential	Desirable
Education and qualifications	Relevant degree e.g. surveying, building, business management or equivalent experience Accreditation as a CLH technical adviser (or working towards it)	Post graduate degree or certificate in a relevant subject – e.g., housing or planning. Membership of the Royal Institution of Chartered Surveyors (RICS) or Chartered Institute of Housing (CIH).

<p>Knowledge, skills and abilities</p>	<p>A detailed knowledge and understanding of affordable housing policy, development, funding – grants and loans, and project management.</p> <p>Demonstrable Development Management experience.</p> <p>Track record of successful project management and enabling the delivery of affordable housing.</p> <p>Ability to build and sustain successful partnerships.</p> <p>Excellent written and verbal communication skills with the ability to communicate effectively with a wide variety of audiences.</p> <p>Communicate technical information clearly and concisely.</p> <p>Gain the trust and confidence of community groups</p> <p>Strong influencing and negotiation skills</p> <p>Develop strategies, financial plans and timelines for projects</p> <p>Self-motivated and well-organised with the ability to work autonomously</p> <p>Ability to listen and assimilate information to arrive at workable solutions</p> <p>Effective problem-solving skills</p> <p>Strong analytical skills.</p> <p>Political astuteness and sensitivity.</p> <p>Strong numeracy & IT skills (Microsoft Office, Word, PowerPoint, Excel) including use of databases & spreadsheets.</p>	<p>Working knowledge of rural affordable housing and the different forms of Community Led Housing.</p> <p>Knowledge / skills to collaborate with local communities and within partnerships to develop strong and productive working relationships.</p> <p>Good marketing and promotion skills.</p> <p>Excellent administrative skills.</p> <p>Strong social media skills.</p>
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<p>Experience</p>	<p>Minimum of 5 years working in affordable housing development</p> <p>Able to demonstrate examples of successful applications for development funding and housing development scheme delivery.</p> <p>Experience of working with local authorities, parish councils, Registered Providers and similar organisations.</p> <p>Experience of working with community groups and organisations.</p> <p>Experience of managing a team to achieve high performance and effective co-working.</p> <p>General and specialist knowledge:</p> <ul style="list-style-type: none"> • Site finding • The construction process • Planning policy • Sources of revenue and capital grants • Housing associations and their business model 	<p>Experience of working in the not-for-profit sector.</p> <p>Experience of rural affordable housing.</p> <p>A working knowledge of rural housing policy</p> <p>Experience of Community Land Trusts or other Community Led Housing models.</p> <p>Experience of reporting to executive teams or boards</p>
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<p>Personal attributes</p>	<p>Financially astute in relation to affordable housing development.</p> <p>Proactive, enthusiastic, flexible, and committed to providing a professional service.</p> <p>High integrity with an open, honest, and objective style.</p> <p>Diplomatic, with excellent interpersonal skills.</p> <p>Ability to build relationships quickly and communicate effectively with a wide range of audiences, organisations, and individuals.</p> <p>Willingness and ability to work outside normal office hours and across multiple sites.</p> <p>An empathy with the housing needs of communities across the county.</p> <p>Ability to work as part of a team.</p>	<p>A commitment to low impact, low energy sustainable development and sustainability in the context of housing and development.</p>
<p>Other</p>	<p>Driving licence or access to private means of transport or ability to demonstrate how they will meet this requirement.</p>	