| **Person specification**  **Post Title:** Community Led Housing Manager - Lockleaze | | |  |
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|  | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| **Qualifications** |  | * Relevant degree or equivalent experience * Project management qualification | Application Form |
| **Experience** | * At least 5 years’ experience of community led initiatives * At least 3 years’ experience of managing projects and contracts. * Experience of organising and delivering genuine community consultations. * Proven experience of managing, supervising, motivating and developing, staff, volunteers and contractors. * Demonstrable ability to use well developed communication skills to present information in an understandable way, to a range of audiences. * Experience of working effectively in an area of low income * Highly developed communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders. * Experience of building and maintaining supportive and empathetic relationships, securing people’s support and commitment to a course of action | * Experience of securing grant funding. * Experience of securing loans (including social investment) for capital projects. * Experience of working with property developers, local authorities and Housing Associations * Experience of delivering regeneration projects. | Application Form  Interview |
| **Specific Skills/ Knowledge** | * Understanding of national policies, strategy and developments relating to housing and regeneration. * Outstanding communication skills and ability to deal with different personalities and levels of ability. * Leadership skills including effective public speaking, consensus building and negotiation skills * Awareness of the factors that affect the health and well-being of a community. * Knowledge of good health and safety procedures and practices. * An understanding and commitment to equalities. * Good IT and Budgeting skills. * Proven track record in partnership development, project management and liaison, building and maintaining partnerships/relationships. * Demonstrates the ability to deal with high levels of work-related pressure. * Ability to make pragmatic decisions and to prioritise appropriately | * Knowledge of contract delivery. * An understanding of housing development, and finance, Community Land Trusts and community and economic development strategies * Knowledge of Lockleaze and the issues facing local residents. | Interview |
| **Attitude** | * Passionate about communities, social justice community led initiatives and affordable housing * Willingness and ability to work outside normal office hours and across multiple sites. * Ability to work independently and proactively. * Ability to work as part of a team * Personal drive for excellence in all things. * Willing to participate in a range of unexpected tasks, for the overall success of the Lockleaze Neighbourhood Trust * Ability to liaise with key stakeholders and users in the promotion of Lockleaze | * Skills in conflict resolution. | Interview |

Lockleaze Neighbourhood Trust

Post: Community-led Housing Manager

Job Purpose: To drive forward Lockleaze’s ambitions to deliver permanently affordable, community led housing projects. Managing consultants, funders, advisors, contractors and at all times ensuring the community’s interests are championed and influencing all decisions.

Responsible to: Chief Executive.

Salary: £40, 000 FTE pro rata

Hours: 15 hours (approximate). Flexible including some evening meetings Fixed term contract for 2 years.

Deadline: Sunday 24 February please email completed application form and equalities monitoring form to recruitment  
@lockleazent.co.uk

**Background**

In 2017 the residents of Lockleaze completed a detailed community research study for the area. Housing came through as a priority area of work. In particular there was concern about affordability of housing and that developments in the area would not benefit local people. Lockleaze has over 30 development sites owned by Bristol City Council with a proposed 1200 homes in the area.

In 2018 LNT commissioned a feasibility study into community led housing in Lockleaze. The purpose of this post is to take forward the recommendations of this report and turn ideas into action and deliver homes owned by the community and of benefit to the community. This post is funded by a grant provided by the Big Lottery Fund, through Power to Change

**Responsibilities**

* Establish, organise and facilitate regular meetings of the Community-led Housing Steering Group ensuring that residents are fully involved in decision making
* Support the development, delivery and monitoring of the project objectives
* Champion the community’s priorities at all times in these projects particularly during the design phase.
* Write and deliver a high-quality community engagement strategy for the project
* Liaise with Bristol City Council as land owner to understand and move forward with the procurement of the land
* Secure required funding for the design and planning phases of the project
* Lead on the development and implementation of the business plans and financial modelling for these projects.
* Establish, manage and monitor budgets for projects and oversee grant and loan funding in compliance with funders spending criteria and accounting procedures
* Set up the appropriate governance structure for the project
* Oversee the appointment, employment and performance management of all contracted professionals and consulting services necessary for community led housing (surveys, architects, QS, legal, financial modelling)
* Explore options for local lettings and agree a way forward for assigning homes
* Present timely reports to the Steering Group and LNT Board and Resident Planning group
* Advocate for the Lockleaze Community Plan.
* Ensure good communication channels with all stakeholders including the use of press and social media
* Ensure local residents and stakeholders are regularly informed of the progress fostering a genuine sense of community ownership.
* Provide information, guidance, training and support to residents and LNT board as required
* Organise visits to learn from projects, make links and build relationships with other projects.
* Ensure the Chief Executive is informed at all stages and involved as appropriate.

**General Duties**

* To comply with all Lockleaze Neighbourhood Trust’s policies and procedures.
* Work carried out must accord with current legislation and/or regulations.
* To maintain a professional attitude and conduct at all times.
* Undertake any training needed to fulfil the role.
* To attend meetings and events to promote Lockleaze
* Have a flexible approach to working which will include occasional evenings and weekends.
* Any other reasonable duties as and when required.