

Job Description	
Job Title:	Community Housing Enabling Officer
Name:	
Department:	Strategic Planning
Service:	Housing Enabling
Band:	5
Current Base:	Needham Market & Hadleigh (Moving to Endeavour House, Ipswich from September 2017)
Post No:	2 years fixed term contract
Politically Restricted:	No
<p>2. Main Purpose:</p> <ul style="list-style-type: none"> To raise awareness of the Community Housing Fund and community led housing initiatives To provide advice, support and guidance to communities wishing to embark on community led housing initiatives and projects To develop a suite of processes, tools, guides and options to facilitate seed corn funding, grants and loans to aid the delivery of community led housing initiatives 	
<p>3. Position Within Organisation:</p> <p>Post Holder responsible to: Professional Lead – Housing Enabling Post Holder responsible for: Nil Employees Post Holder indirectly responsible for: Nil Employees Post Holder responsible for budgets:</p>	
<p>4. Main Duties:</p> <ul style="list-style-type: none"> Promote and raise awareness of the Community Housing Fund and community led housing initiatives with Parish Councils, Neighbourhood Plan areas, community groups, agencies and organisations with an interest in community led housing Investigate community led housing models - develop resources, good practice, guidance and information to include financial model templates Provide and/or facilitate training opportunities, support, guidance and advice to communities on all aspects of community led housing delivery models Respond to enquiries for seed corn funding, grants/loans and administer the process of application, assessment and decision making for Community Housing Funds 	

- Advise and assist communities in the formulation of community led bids for Community Housing Funds.
- All employees are required to support the Council's safeguarding policy and undergo any associated training to ensure its functions are delivered having regard for the need to safeguard and promote the welfare of children, young people and adults at risk.

5. Skills, Knowledge & Experience:

Essential:

- Educated to degree level
- Experience working with and an interest in communities and facilitating community led projects and initiatives
- At least 2-3 years of experience working in a public sector environment or for a housing organisation
- Experience of organising and facilitating consultations and events
- Ability to use communication skills to present information in an understandable way, to a range of audiences
- Ability to build and maintain supportive and empathetic relationships, securing people's support and commitment to a course of action or different way of thinking by presenting ideas convincingly and persuasively
- Ability to work as part of a team as well as work on own initiative

Desirable:

- Experience of community led housing initiatives
- Understanding of national policies, strategy and developments relating to housing
- Experience of securing grants/loans (including social investment)
- Knowledge of the planning system

6. Problem Solving:

- Proven ability to think creatively, problem solve and work on own initiative
- An ability to collate information from a number of sources effectively and ability to translate that into deliverable information to a number of audiences
- Ability to investigate best practice and interpret into meaningful guidance, tools for delivery and advice

7. Decision Making:

- Responding to requests for funding assessing against criteria and being part of decision making processes for funding allocation
- The post holder will make day to day decisions relating to their workload and responsibilities, with minimum supervision
- The post holder will have some discretion to make decisions to resolve issues within reasonable parameters based on their knowledge and established practice, more important decisions will be referred to the Housing Development & Strategy Officer and Service Manager.

8. Operational Responsibility:

- Formulating and delivering training, setting up workshops and hands on opportunities to upskill communities to be able to take projects forward
- Providing advice and guidance on community led housing initiatives – governance, management, legal and finance
- Developing resources, tools and guidance on all community led housing models

9. Communication:

- Outstanding communication skills on community housing initiative matters which are mildly complex with an ability to deal with different personalities and levels of ability.
- Excellent communication and consultation skills tailored to meet the needs of a wide range of audiences and stakeholders
- Expected to work closely with relevant partners to deliver community led housing projects

Internal: Staff at all levels 30%

External: Neighbouring local authorities, community led housing organisations, voluntary bodies, private sector organisations, Town and Parish Councils and the County Council. Members, the New Anglia LEP, the Homes and Communities Agency and the Department of Communities and Local Government (DCLG) 70%

10. Working Conditions:

The postholder will be predominately office based with access to ancillary facilities.

On a regular basis, the post holder will be required to operate as a lone worker visiting community groups, parish councils and community organisations. The post holder will be responsible for ensuring Health and Safety requirements are adhered to personally.

The post holder will we required to attend meetings which may be outside of normal office hours.

11. Special Features:

A full Driving License and access to a car will be required for this post.

12. Signatures:

Job Holder:

Manager:

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Date:.....

Date:.....

