

## JOB DESCRIPTION

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| <b>JOB TITLE</b>   | Rural Housing Enabler (RHE)   |
| <b>REPORTS TO</b>  | Andy Dean, CAN Chief Executive  |
| <b>LOCATION</b>  | Working from home and from CAN's base in Pegswood as appropriate within CAN's 'Blended Working' policy and travelling across Northumberland |
| <b>SALARY</b>  | £36,298 pro rata (SCP 30)   |
| <b>PENSION</b>   | Employer contribution of 6%   |
| <b>LEAVE</b>   | Based on 25 days per annum pro rata for hours worked  |
| <b>TERM</b>  | Fixed term contract to 31 March 2025 (renewable, subject to funding)  |
| <b>WORKING HOURS</b>   | 3 days a week (21 hours) flexible   |
| <b>RESPONSIBLE FOR</b>   |   |
| Delivery of a rural housing enabling service in Northumberland aiming to increase the supply of affordable rural housing. This could be through bringing forward rural exception sites, supporting 100% affordable housing schemes, and through small S106 market led schemes.   |   |
| <b>JOB PURPOSE</b>   |   |
| <p>Work closely with the local authority, Parish Councils, Registered Providers, the private sector and others to form innovative partnerships committed to the delivery of rural affordable housing.</p> <p>Increase the pipeline of rural affordable housing schemes and support delivery.</p> <p>Work through the ACRE Network to inform national policy and strategy.</p>  |   |
| <b>MAIN RESPONSIBILITIES</b>   |   |
| <ol style="list-style-type: none"> <li>1. Support, advise and steer communities, and town and parish councillors from their initial interest in providing affordable housing, through scheme inception and pre-development phases to completion.</li> <li>2. Assist communities identify the nature and extent of affordable local housing need in their community, including where appropriate through a Housing Needs Survey.</li> <li>3. Support rural communities to choose a delivery option that best suits their capacity and in the knowledge of the availability of local technical support.</li> <li>4. Assist communities identify a deliverable site for development of affordable housing and/or secure affordable housing as part of market led schemes.</li> <li>5. Work with communities to build and maintain support for the scheme, ensuring the community is meaningfully engaged throughout the pre-development process, including during scheme design.</li> </ol> |   |

6. Building collaborative partnerships with key partners to provide a clear pathway to a successful planning application and delivery. This will include local communities, parish councils, housing association staff, officers from the Local Housing Authority (including in their role as providers of affordable housing) and the Local Planning authority and local developers.
7. Act as an honest broker between the different parties, providing informed and impartial advice.
8. Support Neighbourhood and Community Plan groups implement their proposals and policies for delivering rural affordable housing.
9. Create a supportive policy and political environment for rural affordable housing by providing training and advice to key stakeholders. This is likely to include training for local communities, town and parish councillors, local authorities, National Park and Combined Authority officers and councillors, landowners, land agents and Registered Providers.
10. Work closely with Local Planning Authority and Local Housing Authority officers to develop policy and strategies and share practical initiatives and good practice to support the delivery of rural affordable housing.
11. Provide regular pipeline monitoring reports, aligned to funding requirements, and as required by the RHE Advisory group to inform prioritisation of RHE activity.
12. Facilitate the RHE Advisory group to effectively unlock local barriers at strategic or scheme level to ensure schemes progress to build and completion.
13. Provide information and advice to parishes on housing and planning policies, housing need and proposals for housing projects through e-bulletins, meetings and public consultations.
14. Participate in ACRE Network and other events to further the development of the service and rural affordable housing more widely.
15. To be aware of, and implement, your health and safety responsibilities as an employee of CAN and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedures.
16. To promote equal opportunities (in terms of race, religion, gender, sexual orientation, disability and other forms of discrimination) through all aspects of Communities CAN's work.

#### **QUALIFICATIONS**

Ideally, a University Degree or professional qualification relevant to housing.

#### **KNOWLEDGE, SKILLS AND EXPERIENCE**

Excellent stakeholder engagement and management skills.

Experience of working in the field of housing delivery and working with local authority planning and housing teams.

Experience of the development process related to housing.

Three years management experience in roles where accountable for both operational and financial delivery.

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| Ability to form and maintain appropriate professional relationships with Parish Councils and other VCS organisations, communities, public sector employees, elected members and other appropriate agencies. |  |
| Knowledge of funding mechanisms relating to the delivery of affordable housing, including tendering and procurement.  |  |
| Ability to develop and progress the skills, knowledge and confidence of individuals and groups.   |  |
| Ability to manage own priorities, time and workload to agreed deadlines, budget and quality standards.  |  |
| Excellent communication skills in particular verbal communication giving advice in person, over the telephone or via Zoom and good written communication.   |  |
| Ability to write concise reports, case studies, newsletter articles, business cases and complete funding applications.  |  |
| Self-motivated and able to work under own initiative.   |  |
| Diplomatic, articulate, enthusiastic, with good communication skills.   |  |
| Detailed knowledge of the housing sector and the key challenges facing the development of schemes and community engagement.   |  |
| Good general IT skills (Microsoft Word, Excel, using databases). Excellent online skills including the ability to use Teams, Zoom and other teleconferencing packages.                                      |  |
| Experience of supporting a board/advisory group, board development and governance   |  |
| Experience of working with diverse communities of place, interest and character.  |  |
| <b>OTHER</b>  |  |
| Driving Licence   | Access to a car for business travel is essential.  |
| Travel  | The willingness and ability to travel across Northumberland is essential.                          |
| Flexible Working  | The willingness and ability to work flexibly, including evening and weekend meetings is essential. |