



## JOB DESCRIPTION

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| <b>Post Title</b>           | Community-Led Housing Co-Ordinator (D&G)   |
| <b>Base</b>                 | Home based, working across SW Scotland, primarily in D&G   |
| <b>Responsible To</b>       | Chief Executive  |
| <b>Responsible For</b>      | n/a  |
| <b>Pension Contribution</b> | Employer contribution of 6% of salary  |
| <b>Contract Period</b>      | Fixed term for 6 months, 1 September 2021 – 31 March 2022<br>This post is intended to continue in the longer term but dependent on funding.  |
| <b>Probationary Period</b>  | Three months   |
| <b>Contract Hours</b>       | 0.5 FTE – this post is a 50% job share of a FT role. Flexible home working, with the potential for some project-based travel, is possible but to be agreed with the other individual with whom the post is shared. |

Given the wide geographical area covered by the post, the post holder will be required to attend meetings across the region and, occasionally, beyond. In addition, meetings will require to be attended out-with normal working hours (for which time off in lieu will be given).

## The Organisation

South of Scotland Community Housing (SOSCH) is an award winning Scottish Charitable Incorporated Organisation that provides support to community-led housing across the Southern Scottish region. For us, community-led housing is embedded within a wider culture of community ownership of land and assets, underpinned by Scottish Land Reform legislation, and community-led regeneration. We support communities to appraise and understand localised needs and to identify and deliver solutions that promote longer-term community sustainability and resilience. Our work is focused on project delivery and ensuring that outcomes are targeted towards those most in need. Our approach to support relates to working with community organisations – usually Community Development Trusts – from the very outset of a conversation about housing and community renewal, through to project delivery – and beyond. We work as an “enabler” and regard the facilitation of partnership as critical to delivery and securing important outcomes. We are a small, enthusiastic and successful team.

The organisation was established in 2006 as Dumfries and Galloway Small Communities Housing Trust as a reaction to a study undertaken by Shelter that identified a significant shortfall in affordable housing supply within rural Southwest Scotland. Since coming into grant with Nationwide Foundation in 2018 we have worked to adapt and evolve the organisation, this culminating in our conversion to South of Scotland Community Housing in November 2020 following a period of governance and business review. We have recently launched our new website – <http://www.sosch.org>.



Our project work with communities is multi-faceted; we are currently supporting new-build low energy housing, the redevelopment of empty homes, the repurposing of long-term vacant and derelict properties and larger-scale mixed-use community-led regeneration projects. We work closely with partners and stakeholders, including South of Scotland Enterprise, Dumfries and Galloway Council, Scottish Borders Council, Scottish Government, Scottish Land Commission and Community Land Scotland.

Since the outset of the pandemic we have moved from working flexibly between home and office to full time home working, adapting our work practice as necessary. This will be kept under review for the foreseeable future. SOSCH currently have four staff – Chief Executive, Business Manager, Project Manager (who will shift into the Job Share on this role) and SHICC Coordinator.

### **Project Background**

Community-Led Housing Coordinator (SW Scotland) is a post funded by Nationwide Foundation as an extension to our grant award that commenced in 2018. Recognising that the specific housing needs of rural communities are not always entirely met by traditional housing supply, we seek to appraise the nature of demand (in terms of housing type and tenure), and then to develop appropriate solutions in partnership with local community organisation.

The primary focus of the post is to develop solutions that are community-led, working alongside community organisations (Development Trusts, etc.), and promoting housing in community ownership. The project is currently engaged with a number of communities across the region and our focus is on delivery and community empowerment, promoting increased resilience.

The Scottish Government launched its Rural Housing Fund in April 2016. This fund supports the type of activity described above and is open to applications from, among others, community organisations. SOSCH is currently supporting a number of live applications to the Fund and this work will form a pivotal part of this particular role. In the majority of cases, application to the Rural Housing Fund is being supported in tandem with engagement with the Scottish Land Fund. Our project work will often relate to wider community-led regeneration or Place Planning and can also encompass non-housing elements.



### **Job Purpose**

- Supporting community organisations to identify, develop and deliver upon community-led housing projects that address the specific housing needs of individual communities across SW Scotland; our current project portfolio is entirely in D&G;
- To identify, promote and deliver affordable and sustainable housing solutions to meet housing needs in the rural communities, often alongside other non-housing outcomes;
- To work in partnership with local communities, partners and stakeholders, disseminating experience and good practice;
- To enact a Monitoring and Evaluation framework that can be used to facilitate the continuous improvement of our service and demonstrate the wider outcomes of our work.
- To promote greater awareness and understanding of rural housing issues and community-led housing and contributing to rural housing policy development at a local and national level.

### **Core Duties**

- Managing all stages of several community-led housing projects on a day-to-day basis;
- Taking ownership (in partnership) of ongoing community-led housing projects already being undertaken, whilst seeking to engage other communities;
- Preparing all components required for successful applications to the Rural Housing Fund for both feasibility / project development funding and capital grant (a process very similar to application for Housing Association Grant), whilst also supporting communities through engagement with the Scottish Land Fund;
- Appraisal and analysis of localised needs and demands, including undertaking survey and community engagement, report writing and public engagement;
- Understanding and promoting local housing and strategic housing/planning strategies and policies;
- Business and financial planning in consultation with the wider SOSCH team;
- Maintaining project plans and records for internal and external monitoring and evaluation;
- Engaging with community groups and organisations and key stakeholders throughout the project lifecycle;
- The drawing together and engagement with effective project teams, including professional services (for example architect, engineer, quantity surveyor);
- Prioritising and managing a work programme within the projects.

### **Promoting Strong Partnerships**

- Ensuring the specific and localised interests and needs of communities are considered at every stage in the process of developing sustainable solutions;
- Maintaining and continuing to develop a number of communities already engaged with SOSCH;
- Raising awareness of affordable housing needs and their impact on the social, economic and physical fabric of communities;
- Researching and identifying local housing need – undertaking surveys and analysis – on behalf of specific communities;
- Building and maintaining strong partnerships and networks across a broad range of diverse partners and stakeholders involved in the delivery and promotion of affordable housing solutions, both at a local and national level;



- Promoting sustainable and innovative solutions to increase affordable housing supply, particularly relative to funding and land supply;
- Appraising and identifying potential sites, empty and redundant buildings and other opportunities and undertaking appraisals to assess their suitability for sustainable housing solutions;
- Supporting community organisations through all aspects of project development and costing;
- Ongoing liaison with appropriate funders and development partners.

### **Operational Duties**

- Working closely with colleagues to ensure cohesion and effective delivery in the Job Share approach;
- Sharing experience with other community-led housing organisations and key stakeholders, particularly relative to Scottish Government drivers;
- Responding to requests for advice and guidance from members of the public, community organisations and stakeholders;
- Regularly reporting progress to the Chief Executive and the provision of reports and presentations to the Board of Directors;
- Producing information for publication through social and print media, briefings and other forms of communication;
- Contributing to SOSCH Communications and PR, including website and social media – updating information on progress with the programme of work, highlighting notable achievements and good practice and developing community support resources;
- Assisting in the organisation of and attending appropriate events;
- Engaging with appropriate funders with a view to securing project funding to extend the role, and therefore this post, beyond the currently funded period;
- Attending all appropriate meetings by Zoom/Teams or in-person, dependent on restrictions.

### **Employer related Duties**

- The application of a regular process of performance monitoring and communication;
- Ensuring the organisation's Equal Opportunities Policy and Safeguarding Policy is followed through in practice in the work of the post-holder;
- Attending and participating in appropriate internal meetings of the organisation;
- Working cooperatively with other staff members and stakeholders;
- Being particularly aware and responsive to the needs of the organisation's Trustee Directors and member organisations where appropriate;
- Complying with the monitoring and recording requirements of the organisation for the purposes of accountability.



## **PERSON SPECIFICATION**

### **EDUCATION AND QUALIFICATIONS**

- Possession of a Degree is desirable in a relevant discipline, although demonstrable relevant work experience will alternatively be taken into account.
- If not in possession of a degree level qualification, applicants should be able to demonstrate at least 2 years' relevant experience.
- In the circumstance of a prospective candidate being a recent graduate in receipt of a degree in a relevant discipline, this may also be taken into account.
- Must have a full and valid driving licence, with access to a car.

### **KNOWLEDGE AND EXPERIENCE**

Prospective candidates should preferably be able to demonstrate a working knowledge and experience of one or more the following, but noting that the ability to support the delivery of new or refurbished affordable homes is critical to the post at this time:

- Community-led housing;
- Community-led regeneration, development, empowerment;
- Project management and project delivery;
- Build environment / place planning;
- Rural and urban housing issues;
- Business Planning;
- Affordable Housing sector, in particular relevant to Development;
- Housing legislation and/or planning;
- Community development, community engagement, community-led regeneration, land reform;
- Experience in the private/public housing sector but experience gained within the planning, surveying, property management or community development sectors is also relevant;
- Housing development, delivery and funding, in particular relative to affordable housing.

### **SKILLS**

- Excellent verbal and written communication;
- Report writing;
- Confident presentation and public speaking skills;
- Good general computing ability with competence in Microsoft Office 365 and Teams;
- Independent management of workload around a programme of multiple projects;
- Strong relationship management skills.

### **PERSONAL ATTRIBUTES**

- Strong team player – especially relative to Job-Share requirements of this role;
- Ability to relate well to a diverse range of occupations and organisations;
- Willingness to work flexible working hours, including evenings and weekends, according to the exigencies of the workload;

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- Ability to travel throughout SOSCH's geographical area of operation and, occasionally, further afield (travel expenses will be reimbursed);
- Strong commitment to the aims and objectives of SOSCH.