



## POST OVERVIEW

<b>Post Title</b>	Community-led Housing (CLH) Programme Manager
<b>Base</b>	Home Working with Project Meetings across Southern Scotland
<b>Responsible To</b>	Chief Executive
<b>Responsible For</b>	CLH Coordinator SE Scotland, CLH Coordinator SW Scotland
<b>Gross Salary</b>	£40,000
<b>Pension Contribution</b>	Employer contribution of 6% of salary
<b>Contract Period</b>	Three years, with intention to continue subject to funding
<b>Probationary Period</b>	Three months
<b>Contract Hours</b>	Full Time – a degree of flexible working may be discussed.

## The Organisation

South of Scotland Community Housing (SOSCH) is an award winning Scottish Charitable Incorporated Organisation (SCIO) that provides support to rural and urban community-led housing across the whole of the South of Scotland. 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.

The team provides lifecycle support to communities throughout the planning and delivery of affordable housing and regeneration projects. This support will be tailored to the specific circumstances of individual projects but is likely to include Housing Needs and Demand Assessment, Stakeholder Engagement, Strategic Overview, Community Engagement, Enabling of Wider Project Team, Procurement of Design Team and Consultants, Funding Applications, Business Planning, Project Management, Contractor Procurement, Project Monitoring, Advice on Management and Allocation.

This is an exciting opportunity to become a pivotal part of a small, enthusiastic team and to make a positive impact in communities across Southern Scotland.

<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. We engaged in partnership and knowledge exchange across Scotland, the UK and Europe.

The organisation has evolved significantly over the past five years in terms of delivery, growth and ambition. The Board of Trustees adopted a new Business Plan in 2022 which is currently under implementation and SOSCH has been in-grant to the Nationwide Foundation since 2018. At this stage, the organisation is supporting a significant pipeline of new projects – many of which are at project development stage. This new role is being created in order to further support project delivery, but also to promote a programme approach across our operational geography, ensuring prioritisation and best use of resource within the team.

### **CLH Programme Manager – The Role**

The CLH Programme Manager will work directly with the Chief Executive to ensure a strategic approach is taken to the complex range of community-led projects being supported by SOSCH. It is intended that this role will bring additional resource to our project support team and provide additionality to the skills within the organisation. The key objective of this role will be to ensure we bring more of our pipeline projects forward to delivery, whilst continuing the growth of the CLH sector across Southern Scotland.

This will be inclusive of providing direct project input at key stages of project development / viability assessment and delivery, providing support and oversight to the roles of CLH Coordinator in Southwest and Southeast Scotland. The post-holder will also work closely with our Business Manager in order to inform financial oversight and requirements around Business Planning. In addition, the Programme Manager will be required to deputise, where appropriate, for the Chief Executive at meetings and events.

### **Affordable Housing – Project Development and Delivery**

- Provide oversight to the project support role provided by CLH Coordinators in SE and SW Scotland.
- Input – where appropriate – to all areas of Project Development function, requiring an understanding of process and funding relative to the planning of an affordable housing / regeneration project. This will be inclusive of input to HNDA, development of project teams, funding application and business planning.
- Input – as appropriate – around the technical Project Management aspects of Project Delivery. This area of input will be guided by the specific skills of the applicant but a degree of understanding around the process of delivering new supply housing – either new-build, retrofit or restoration of empty homes – is vital.



### **Programme Management**

- Working across the SOSCH team, develop a Programme approach to the Project Management and allocation of resource to the full current pipeline of CLH support across Southern Scotland. This work will build upon the existing Project Database and Prioritisation Matrix. This work will require the postholder to develop a clear and concise understanding of all active project activity – inclusive of both urban and rural projects.
- Working with Chief Executive and Business Manager, ensure that fee-earning potential is maximised across the CLH programme.
- Monitor overall engagement with communities and agreed approach to Monitoring and Evaluation via the SOSCH Theory of Change model.
- Target and manage engagement with new community organisations.

### **Strategic and Reporting**

- Direct reporting to Chief Executive and SOSCH's Board of Trustees around identified project objectives.
- Engagement with Chief Executive around promotional activities, lobbying and knowledge exchange designed to increase awareness of and support for community-led housing in Scotland.
- Liaison with a variety of key partners and stakeholders, including Local Authorities (particularly Strategic Housing), South of Scotland Enterprise, Scottish Government, Nationwide Foundation, Oak Foundation and European CLT Network.
- Direct liaison with Scottish Government around implementation of the anticipated Remote, Rural and Islands Housing Action Plan.
- Deputisation for Chief Executive, where appropriate, at key meetings and events.

### **HR Management**

- Direct line management of the two CLH Coordinators in Southwest and Southeast Scotland. An incremental approach will be taken to adopting line management responsibility at the end of the probationary period.
- Reporting to Chief Executive and Board of Trustees around line management responsibilities.
- Liaison with Business Manager around all relevant aspects of HR Policy and Procedure.

*No Job Description can be entirely comprehensive and the post holder will be expected to carry out other duties from time to time that are commensurate with the above responsibilities and determined by the Chief Executive.*



## **PERSON SPECIFICATION**

The breadth of role brings a degree of flexibility to the specific area of expertise of this postholder. However, we are keen to bring additionality to the team and are seeking an individual with some experience of HOUSING and PROJECT DELIVERY.

## **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 3 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.
- There will be a requirement to travel to project locations across Southern Scotland.

## **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 or new or refurbished affordable homes is critical to the post at this time:

- Housing development – particularly affordable housing within a capital grant environment;
- Technical Project Management – or other relevant skill, for example Quantity Surveyor;
- Community-led housing;
- Community-led regeneration, development, empowerment;
- Project management and project delivery;
- Build environment / place planning;
- Rural and urban housing issues;
- Models of housing delivery – eg design, architecture, modular / off-site construction;
- Modern methods of construction;
- Energy performance of homes and related technologies;
- Business Planning;
- Housing and/or planning policy
- 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;

## **SKILLS**

- Project Management;
- 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;
- Ability to relate well to a diverse range of occupations and organisations;
- Willingness to work flexible working hours where required, including evenings;

**The closing date for applications is 17.00 on 30 June 2023.**

Applications received after this date will not be considered.

**Applications should be submitted on the Application Form provided – CVs will not be accepted.**

Interviews are anticipated to be held during w/c 17<sup>th</sup> July 2023.

Completed forms should be returned by email to: [mike.sosch@outlook.com](mailto:mike.sosch@outlook.com)

Any further queries can be addressed to Mike Staples, Chief Executive, via the email above or on **07775957702**.