



## JOB DESCRIPTION

**Post Title** - Community-Led Housing Co-Ordinator – Southwest Scotland

**Base** - Home based, working across SW Scotland, primarily in D&G

**Responsible To** - CLH Programme Manager

**Responsible For** - n/a

**Starting Salary** - £30,000

**Pension Contribution** - Employer contribution of 6% of salary

**Contract Period** - Fixed term for three years This post is intended to continue in the longer term but dependent on funding

**Probationary Period** - Three months

**Contract Hours** - Full Time. Flexible home working, with regular SOSCH team and project meetings across Southwest Scotland.. Flexible home working, with regular SOSCH team and project meetings across Southwest Scotland.

**Given the wide geographical area covered by the post, the post holder will be required to attend meetings across the region and, occasionally, beyond. The postholder will be required to be able to access meetings across Southwest Scotland, including in remote locations.**

## 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 Surveys,
- Community and Stakeholder Engagement
- Drawing together Project Teams
- Developing design briefs in consultation with communities
- Funding Applications and contributing to Business Plans.



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 many partners and stakeholders across Scotland, the UK and Europe.

You will work as part of a small project team, reporting to our Programme Manager and alongside two other Coordinators.

### **Job Purpose**

- To support community organisations to develop and deliver community-led housing projects that address local housing needs across SW Scotland;
- To work in partnership with local communities, partners and stakeholders;
- To work as part of the SOSCH team, contributing to organisational targets and outcomes;
- To empower communities in SW Scotland by helping to bring homes into community ownership.

### **Core Duties**

- To work as part of a team to support key stages community-led housing projects;
- To advise groups on the potential for community-led housing, opportunities and SOSCH support;
- To undertake localised Housing Surveys and write related reports;
- To undertake community engagement at key stages during the development of a project;
- To help community groups to assess project viability, securing project feasibility funding and pulling together project teams including architects;
- Working as part of a team to develop Project Plans;
- Working with communities to prepare funding applications and Business Plan – particularly application to the Scottish Government’s Rural Housing Fund and Scottish Land Fund;
- Prioritising and managing a work programme within the projects;
- To work as part of a team to promote and maintain strong partnerships with stakeholders and community groups;
- To act as an advocate for communities across Southwest Scotland and community-led housing

## 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, taking into account the fact this role is multifaceted and can be supported by a range of varying types of 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.**

### SKILLS

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

No job description can be entirely comprehensive and the post holder will be expected to carry out responsibilities asked by the Programme Manager.

