**Housing Justice Cymru**

**Faith in Affordable Housing Project Lead**

JOB DESCRIPTION

**Job Title:**  **Project Lead (Faith in Affordable Housing)**

**Hours:** 35 hours per week

**Term**: Fixed Term to June 2025 (potential to expand)

**Location:** Wales, working from home with some travel locally and across the country

**Reports to:** Director Housing Justice Cymru

**Salary:** £33,000 per annum

**About Housing Justice**

Housing Justice is a Christian Charity that takes action on homelessness and housing need. We work across England and Wales to prevent people from experiencing homelessness, help people out of homelessness, help people out of destitution, and enable the building of affordable homes. We also take a leading role as the voice of the faith and voluntary sector, supported by the Welsh Government and Central Government.

**Main Duties:**

**1.0** **Project Management**

1. To develop effective working relationships with relevant bodies, such as Welsh Government, local authorities, housing associations, faith groups, rural housing enablers, community-led housing groups and other organisations with an interest in securing the development of affordable housing.
2. To liaise with senior church property policy makers and managers to assist in establishing an approach that benefits their core ministry purpose through the release of property/land for affordable housing, drawing on the opportunities of existing charity law. This will include publicising land disposal procedures; disseminating good practice; encouraging the development of pro-active polices towards affordable housing and successful strategies for identifying potential sites; and facilitating effective relationships with housing associations.
3. To work closely with the finance team to ensure effective management of the project budget and its plan for financial sustainability.
4. To work closely with the Quality Manager and the Director of HJC to ensure the project is meeting its outcomes, as outlined in the Theory of Change and other project documentation.
5. To build and manage strong working relationships with development staff in partner housing associations to ensure the partnership is effective.
6. To provide information, advice and support to those responsible for sites, to seek to secure their use as affordable housing and to help identify and clarify options, using examples and sharing experiences from other projects.
7. To maintain and keep updated a database of affordable housing developments on church land and property, and to provide an online record of good practice case studies.
8. To work with Knight Frank on the newly developed mapping software. Make best use of the map to identify sites. Ensure the map is kept up to date and realise all opportunities around the mapping software.

**2.0** **Project Monitoring, Evaluation and Promotion**

1. To report regularly on the progress of the FiAH project to the Housing Justice Cymru Steering Group, Housing Justice Board of Trustees and the project funder: the Nationwide Foundation.
2. To present to church decision-making bodies, groups and congregations on the need for affordable housing and the opportunities for the Church.
3. To lead on the quarterly report to the Nationwide Foundation on progress with potential sites, ongoing development opportunities and wider project impacts in line with the agreed Work Plan and Theory Change.
4. To work closely with the Communications lead to ensure the project is promoted effectively. This may include the development and dissemination of marketing materials, identifying opportunities to promote the project and using platforms such as local and national media where appropriate.

**3.0** **Other Duties**

1. To respond to government consultations and draft legislation, and to contribute to Housing Justice briefings.
2. To represent Housing Justice and its work within the wider context of church and voluntary action on homelessness and housing need.
3. To explore funding and income generation opportunities for the project and assist in developing bids where appropriate.
4. To participate in regular formal supervisions and appraisals.
5. To attend training and events.
6. To ensure that you are sympathetic to the Christian values and aim of the organisation, in all aspects of the role
7. To undertake any other reasonable duties as required by the Director of Housing Justice Cymru.
8. To work within the framework of the Housing Justice policies and procedures.

**Person Specification**(Method of assessment: A/F – Application Form I – Interview )

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|  | **Essential** | **Assessed** | **Desirable** | **Assessed** |
| **Skills** | Organised and self-disciplined approach to effectively managing own workload. | A/F, I | Adaptable and flexible in working practice. | A/F, I |
| Good communication skills, both oral and written including writing reports, promotional materials, letters. |  | A strong commitment to increasing diversity and equal opportunity, both within the workplace and within Housing Justice’s services and projects | A/F, I |
| Able to network and influence people from all backgrounds and all levels. | A/F, I | Ability to speak Welsh | A/F |
| Ability to seek innovative solutions, appraise complex issues and solve problems and inspire/enthuse others. | A/F, I |  |  |
| Able to use IT systems such as Microsoft programmes and online communication platforms, such as Teams and Zoom. | A/F, I |  |  |
| Financial literacy, with an ability to work within a budget. | A/F, I |  |  |
| **Experience** | Working in any of the following areas: Planning, housing, affordable housing development and delivery, the property department of a church organisation (or similar). | A/F, I | An understanding of the issues of homelessness in Wales. | A/F, I |
| Communicating with and influencing a wide range of specialist and non-specialist audiences. | A/F, I | Developing funding applications. | A/F, I |
| Working collaboratively with others and with outside organisations, to achieve common objectives. | A/F, I | Organising events. | A/F, I |
|  |  | Community or project development. | A/F, I |
| **Knowledge** | Good understanding of: Church structures and decision-making processes and Church property/land disposal procedures (or a willingness to learn). | A/F, I | Current issues in housing and regeneration in Wales. | A/F, I |
|  |  | Good understanding of Welsh affordable housing development process. | A/F, I |
|  |  | Knowledge of Charity Commission Laws | A/F, I |

**Driving licence and access to a vehicle that can be used for business purposes.**