



## KENT COMMUNITY HOUSING HUB CO-ORDINATOR

### JOB DESCRIPTION

#### Background:

Kent Community Housing Hub is a new independent body, hosted by Action with Communities in Rural Kent. It has been created to help local people play a leading and lasting role in solving their housing problems across the county through the provision of community led housing. It will provide an end-to-end support service for projects run by individual community groups that wish to build the kind of homes they want and need. Community led housing encompasses various types of housing for different needs, including through community land trusts, co-housing, co-operatives and self-builds. Such projects can help to provide housing people can afford and want to live in, creating security of tenure and more neighbourly and sustainable environments.

The Hub will support projects in many ways such as helping groups to explore different organisational models that will enable community empowerment, to galvanise support from their local community and local authority, to secure project funding, to find and purchase land, to secure planning permission, advising on design and construction, working with development partners and providing long-term support for running a housing scheme, once it has been built.

The hub's Co-ordinator will have a passion for community-led housing and will be motivated to help transform existing housing provision across the county in both urban and rural areas.

#### Role:

Job title	Kent Community Housing Hub Co-ordinator
Status	Employed
Responsible to	Kent Community Housing Hub Manager
Operational area	Across the county of Kent including Medway
Hours of work	0.60 FTE (22.5 hours per week)
Days/weeks	By negotiation
Remuneration	FTE: £24,491 per annum gross
Contract type	Initially, a 12-month contract that will be renewed if further funding can be secured. The post is currently funded by the Ministry of Housing, Communities and Local Government through their community Led Homes programme.
Probationary period	3 months
Holiday entitlement	15 days + 3 days Christmas leave
Pension	Yes
Location	Rural Kent offices at The Old Granary, Penstock Hall Farm, Canterbury Road, East Brabourne, Ashford TN25 5LL.

**Key responsibilities and tasks:**

1. Attend accredited community-led housing training unless accreditation has already been gained.
2. Shadow and work with the hub's Manager to develop personal skills and experience that will benefit the project and the sector.
3. Support recruitment of external advisers and coordination of allocation of advisors to CLH groups.
4. Maintain the register of accredited advisors.
5. Lead on recruitment of groups to support delivery.
6. Delivery of in-house early stage support to groups including health checks and support needs assessments.
7. Identify funding sources for local groups wishing to deliver their own schemes
8. Diarise funding and finance deadlines for the Hub, ensuring that the deadlines are met in good time.
9. Assist the Hub's manager with the day-to-day running of the Enabling Programme, the Consultancy Service, the membership scheme and the community needs' assessments.
10. Promote The Hub by organising and when appropriate delivering a range of events and awareness-raising activities across the county including through social media, online events, networking events, workshops, site visits, meetings, seminars and talks and an initial, high-profile public presentation event.
11. Attend events, briefings, conferences and other networking activities at a local, county and national level to promote The Hub.
12. Contribute towards contract bids and grant applications that will help to sustain The Hub in future years.
13. Help to build up good relationships with, and maintain regular communication with the Hub's stakeholders and technical advisors.
14. Undertake housing needs surveys.
15. Map and track existing and emerging community-led housing schemes across the county.
16. Undertake administration and maintain all records in accordance with The Hub's systems, policies and procedures.
17. Undertake the role of Administrator on the hub's steering group.
18. Prepare financial information and reports for The Hub Manager and/or the steering group members, as and when required.



19. Travel as needed around the county in order to carry out the duties of this post.
20. Help to monitor the effectiveness of The Hub's plans and strategies so that it can continue to support the successful development of community-led housing schemes in urban and rural areas across the county.
21. Be a positive and proactive champion for community-led housing in urban and rural areas across Kent.
22. Uphold and promote all The Hub's policies and procedures, particularly those connected with equality, diversity and confidentiality.
23. Undertake all other duties relevant to the post as required by The Hub Manager.

**NB this job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Kent Community Housing Hub without change to the level of responsibility appropriate to the grading of the post.**