



## Job Description

# Community Led Housing (CLH) Advisor

### Purpose of role

To support CLH groups as an 'advisor' / 'enabler'. Help groups to move towards their ambitions to create the homes that their communities need.

### Terms and conditions

**Term:** Initially a 12 month fixed term contract

**Hours:** 4 days per week, flexible working is possible.

**Salary:** £28,000 PA

**Holiday:** 25 days per annum plus bank holidays *pro rata*, increasing by a day a year to a maximum of 30 days

**Responsible to:** CLT Director

**Responsible for:** no direct reports

**Location:** Predominantly the LCH office in Cross Green, Leeds, with flexibility to work from home/remotely occasionally if agreed by line manager. Some travel around the region and nationally.

**Probationary period:** 3 months

**Pension and other conditions/benefits:** statutory levels, e.g. no pension contributions from LCH until 6 months employment

## **Our Vision**

A people powered revolution to create affordable, environmentally sustainable homes that communities need.

## **Our Mission**

To create and enable more community-led, sustainable and affordable homes in Leeds and beyond.

## **Our Values**

- Community-led: We get behind people to help them to create affordable, sustainable homes
- Enterprising: We bring creativity and a can-do approach to tackling one of the defining social issues of our time
- Co-operative: We work collaboratively across the region with people who share our vision

## **Our Objectives**

- As a Community Land Trust (CLT), acquire land and buildings to create homes for affordable rental and sale
- Support other people and organisations to create Community-led Housing (CLH)
- Develop and implement a self-sustaining business model by 2021
- Create or enable 1000 community-led homes by 2027
- Through community share offers and other means, raise finance for CLH
- Promote Leeds Community Homes (LCH), and the benefits of a community-led approach to creating housing
- Engage the people of Leeds and beyond regarding how to create housing which makes for better places to live, for all of us
- Work at a strategic level, locally and nationally, to facilitate the development of the CLH movement

## **Skills you will need**

- Organisation: disciplined, reliable, undertaking scheduling, liaising with colleagues, calendar
- Technology: proficiency in using a range of software/apps, including word processors, spreadsheets, databases, email, calendars, social media platforms
- Communication: excellent written and verbal language skills, professional and friendly, good customer service

- Time management: punctual and productive. Self motivated, open to feedback and tips.
- Office coordination: safety, security, common sense, use of equipment (printers etc), ordering supplies
- Problem solving: flexible and creative, teamwork to find solutions
- Planning: prioritising, project management awareness, attention to detail, event organisation
- Learning: enjoyment of improvement, willingness to undertake training
- Policy: abiding by existing LCH policies, the law, sector good practice. Develop and review policies as required.
- Ethics: an understanding of and harmony with the values of the organisation. Integrity and trustworthiness.

## **Responsibilities**

### **CLH Advisor**

Work as a Community Led Housing (CLH) advisor and help enable groups to progress towards the creation of their housing ambitions.

- Attend accredited CLH training organised by the Confederation of Cooperative Housing (CCH) and others if accreditation not already gained
- Shadow and learn from colleagues and consultants

### **Advisor tasks**

- Identify groups
- Identify support required
- Develop tailored package of support, negotiate memorandums of understanding with groups
- Help colleagues develop resources and systems to meet the needs of groups
- Share good practice with others locally and nationally
- Delivery of support with colleagues, independently yourself, or through managing consultants as you are/become able, for example:
  - Write and deliver workshops
  - Produce materials
  - Business planning
  - Community development

- Governance
- Legal support
- Access to land
- Access to finance
- Site visits
- Design
- Liaison with consultants, architects etc, drawing up briefs
- Sustainability
- Evaluate opportunities
- Facilitate collaboration/partnership working
- Promote/champion
- Coordinate meetings
- Events management
- Manage timelines
- Reports to groups, line manager and LCH Board
- Other support tasks as requested by line manager or directors

## **Administration**

- Maintain records
- Point of contact for groups
- Respond to email, telephone and social media enquiries from members and other stakeholders and/or triage out to colleagues
- Familiarity with technology and use of platforms like Google apps, Monday.com, Basecamp
- All other administration tasks as required by the business and to support colleagues

## **Finance**

- Prepare financial reports for colleagues, board, funders
- Diarise funding and finance deadlines for groups and LCH, and ensure these are met eg annual returns, insurance renewals, subscriptions etc
- Any other financial administration tasks as required

## **Events/marketing**

- Assist with events management inc general LCH events, and enabler program events including admin relating to supporting groups.
- Eventbrite, communications, printed materials, room hire, catering, resources etc

- Coordinating meetings with external stakeholders
- Assist in event organisation and running in any other ways required
- Occasionally attend events, conferences, workshops etc representing LCH
- Meet and communicate with members
- Other Marketing and communications tasks as required

***Document created Oct 2019 by SH***