

## MULL AND IONA COMMUNITY TRUST

# Job Description Housing Project Officer

**Reporting to:** Housing Development Manager

**Directed by:** MICT Housing Steering Group

### BACKGROUND

Delivering and supporting affordable housing is a key priority for MICT. MICT is committed to exploring the potential for affordable housing activity, either directly or indirectly, throughout Mull, Iona and the surrounding islands. MICT works with key stakeholders to support this housing delivery and provides advice to individuals and businesses facing housing and accommodation issues.

MICT is looking to build our staff resources to capitalise on various opportunities to deliver new affordable housing across Mull and Iona, including properties for sale via shared-equity, further long-term rental homes and keyworker accommodation to support local businesses. The Housing Project Officer will work closely with the Housing Development Manager to support the delivery of such housing locally, with a focus on managing new housing projects. This is an excellent opportunity to develop skills and experience in affordable housing delivery with a long established and supportive community-led organisation.

The post will be overseen by MICT Directors sitting on the organisation's Housing Steering Group.

### PURPOSE OF THE JOB

To work with the Housing Development Manager (HDM) to support the delivery of the MICT Housing Strategy. The post holder will take responsibility for managing the delivery of affordable housing units, from community engagement events and securing funding packages, to overseeing construction and allocating properties. Full training and ongoing support will be given by MICT staff and directors.

### KEY ACTIVITIES & RESPONSIBILITIES

To support the MICT Housing Strategy through the delivery of new affordable housing, including:

- Working with community members to evidence housing need, requirements and priorities, including running community consultation events, preparing surveys and reports and maintaining good communication with relevant groups and individuals;
- Working closely with the HDM to secure and manage the project funding package, including submitting required monitoring and evaluation reports;
- Under guidance of the HDM, developing the project budget and long-term management cashflow projections;
- Under guidance of the HDM, taking forward the land purchase process, working with the vendor(s) and MICT's solicitor;
- With supervision from the HDM, Senior Management team at MICT and the Housing Steering group, Tender for, appoint and manage contractors including finalising designs, managing budgets and organising regular project meetings;
- Overseeing the tenancy of new properties, including drafting allocation policies, advertising properties locally, and involvement in the allocation process to choose tenants;
- Preparing press and marketing information, including social media posts, website articles and press releases;
- Regular reporting to the MICT Housing Steering Group and MICT Board.

## PERSON SPECIFICATION

### General Skills: Essential

- Strong self-discipline, self-motivated and able to work on own initiative
- Positive and friendly approach to community members, directors and colleagues
- Excellent interpersonal skills and effective verbal and written communication, including writing reports, delivering presentations and using social media effectively
- Good working knowledge of Microsoft Office
- Strong organisational skills
- Strong motivation and enthusiasm for the post and role
- Ability to work occasional evenings and weekends
- Full car driving licence with access to a vehicle insured for business use

### Experience: Essential

- Good understanding of rural and island issues

### Experience: Desirable

- A Degree in Rural Development, Geography or other relevant subject
- Experience of effective project management, monitoring and evaluation
- Experience of successfully securing and managing grant funding
- Knowledge of budgetary control systems
- Experience of working/volunteering in community engagement and development
- Understanding of affordable housing issues in rural Scotland
- Experience of delivering community projects
- Experience of remote working communication, technologies and practices

## TERMS OF EMPLOYMENT

<i>Reporting to:</i>	Housing Development Manager and Housing Steering Group
<i>Salary:</i>	Grade 5: £15,900 per annum (£26,501 FTE) paid monthly in arrears by BACs. MICT is a Living Wage employer.
<i>Length of Contract:</i>	Fixed term contract to 31 <sup>st</sup> March 2025.
<i>Notice:</i>	One month's notice may be given on either side.
<i>Annual Leave:</i>	19.8 days including Local and Public Holidays per annum.
<i>Pension:</i>	A Company Pension Scheme is in place with a 6% Monthly Contribution from the Mull and Iona Community Trust. Your eligibility will be assessed by Creative Auto Enrolment and you will be advised by personal email accordingly.
<i>Hours of Work:</i>	Total of 22.5 hours per week.
<i>Nature of Work:</i>	Working times are flexible with the possibility of evening and weekend work. Overtime is not a feature of this role therefore time off in lieu is given. A TOIL Procedure is currently in place and no more than 12 hours of TOIL may be carried forward in any calendar month.
<i>Recording:</i>	All employees fill in monthly attendance time sheets sent to the office in Craignure.

- Training:* Relevant Health & Safety courses will be made available. Specialist courses or training needs will be identified at quarterly progress reviews with the line manager and approved by the Management Committee.
- Place of Work:* An Roth Community Enterprise Centre, Craignure. Working from home may also be required, however this post is based on Mull and not suitable for remote working from outwith Mull & Iona.
- Expenses:* Out of pocket expenses are reimbursed by BACS with salary payment on a monthly basis, (or more frequently if required), on completion of an Expenses Claim Form.
- Mileage:* If a private vehicle is used (by prior arrangement), mileage can be reclaimed on the said form at 45p per mile. Mileage to and from your place of work is not claimable.