|  |
| --- |
| **Senior Project Adviser**What will you do at CDS and how does that link to our purpose? You will be part of the new [Community Led Homes](https://www.communityled.homes/) team within [CDS Co-operatives](https://www.cds.coop/community-led-homes/), collaborating with colleagues and an extended network of associate advisers, to make a real impact in our mission to expand opportunities for more people to live in homes they control, together with their neighbours and community, and to support those who seek to, or already are.You will be instrumental in supporting community-led housing projects and programmes such as [Build Belonging](https://communityled.homes/build-belonging/) and [Collective Ownership](https://communityled.homes/collective-ownership/). You will also lead a range of communications and events to spread an understanding of the sector and our offer.  |
| What difference will you make?In the first year:* A specific custom-built cohousing project using our Build Belonging methodology will be running smoothly, with a trained community group in place with half of prospective residents reserving homes in the scheme.
* A second Build Belonging project will have started, with other opportunities explored.
* You will have worked with the CLH Director to support the establishment of Collective Ownership, which aims to provide co-operative control for private renters, in securing funding, investment, or properties, by coordinating work and relationships with advisers, board members, community groups, consultants, potential funders and investors, and estate agents.
* We are involved in or providing services to more projects, due to positive perceptions of community led housing and our work, following events, web and social media work.
* We take a flexible and enabling approach to supporting a full range of co-operative and community led organisations, with your dynamism and support
 |
| We will look to you to ….* Coordinate and deliver specific Build Belonging (custom-built cohousing) projects with support from other advisers
* Support the establishment of Collective Ownership (co-operative control for private renters) with secure funding, investment, or properties
* Manage, organise, and coordinate timelines, resources, and risks on individual projects and programmes, taking initiative as needed
* Get things done, giving attention to detail, without losing sight of the bigger picture
* Actively engage and work collaboratively with developers, councils, housing associations, professionals, politicians, community groups, funders, investors and others
* Identify, develop and maintain working relationships with partners and stakeholders
* Organise and lead occasional events / webinars to raise the profile of the sector and our offer.
* Create and manage content for our websites and social media
* Reach out to a range of co-operative and community-led housing organisations to understand their needs and help develop support offers accordingly
* Take on and support other community-led housing projects as needed
* Exercise integrity on all confidential matters and sensitive information
 |
| You will definitely bring ……* 3-5 years’ experience in property/regeneration/housing or a relevant degree-level qualification.
* Proven experience in project management
* Strong understanding of local authority/registered provider processes, context, funding and priorities
* Excellent verbal, written, and visual communication skills. You must be able to clearly articulate complex information to diverse audiences
* Excellent communication and social skills
* Strong relationship-building skills, with evidence of influencing, persuasion and negotiation
* A high-level of organisational skills, including an ability to manage multiple projects
* Experience of managing budgets, resources, and time
* A proactive, collaborative, and resourceful problem-solving attitude
* Enthusiasm and motivation to drive work forward with limited direction, to achieve objectives
* A high degree of integrity, tact, and discretion
* Confidence with numbers and data, and experience of excel and html
 |
| You will be a star performer in this role if you have….* A well-rounded understanding of property, regeneration, housing, development, and design
* Knowledge or understanding of community led housing, ideally with experience of the dynamics within individual groups and the wider sector
* Experience in a public-facing or community engagement role
* A creative, enterprising, and ambitious approach
* A willingness to turn your hand to whatever is needed
* An ability to synthesise a wide range of complex information into actionable plans
* Enthusiasm, motivation and interest in community-led housing
* Passion to make things work, embedding learning, and making improvements all the time
* Natural communication skills, and are a great listener and observer and tend to deal in facts
* A preference to deal with problems collaboratively and with a win-win mindset
 |
| This probably isn’t your dream job if you…• Like reactive, repetitive or singular work, rather than being proactive, innovative and inquisitive • Find compromise difficult, take umbrage easily, do not enjoy navigating politics with a small ‘p’, would rather avoid all tough conversations or are uncomfortable leading a meeting or training• Make assumptions rather than seeking out facts• Like to work set hours that don’t include traveling to and attending evening/weekend meetings• Find it difficult or exhausting to deal with situations of conflict or tension• Find it hard to challenge constructively• Are daunted by complexity and find it hard to create order from chaos |
| You will be responsible for:Progressing projects and initiatives, associate advisers, consultants |
| You will get support from: Community Led Homes Director |
| What we offer: * Salary: £47,963 FTE
* Opportunity to primarily work from home (4 days/month in office)
* Part time or full-time (21-35 hours per week) subject to agreement, job share considered
 | Other Benefits:* Contributory pension scheme (Social Housing Pension Scheme up to 10% of salary matched)
* 28 days annual leave pro-rata (3 fixed, plus statutory bank holidays)
* Health cash plan (non-contributory)
* Employee perks system (Perkbox)
* Eligibility for an annual performance bonus
 |