

**Cornwall Community Land Trust (CCLT) is expanding its team and offering more support for community-led housing (CLH) projects…**

**…so we’re recruiting a new community led housing officer to join our team**

**About the job…**

Cornwall CLT has successfully supported local communities solve their housing need since it was first established in 2007. It has helped set up a dozen local CLTs and assisted or delivered 25 housing projects and more than 250 affordable homes across Cornwall and on the Isles of Scilly.

Part of this new project is to recruit post which will become an integral member of CCLT‘s housing team. Although funding will only support it for one initial year, the intention is to make a case and to generate sufficient sustainable income from our services to ensure it becomes a permanent post. The new Community led Housing (CLH)Officer will work with colleagues to support potential and already established CLTs, Housing Working Parties, housing providers and partners to help them to develop new community led housing solutions, such as CLTs, cohousing, cooperatives and self-build schemes.

The CLH Officer will work with colleagues to help groups move towards their ambitions to create the homes their communities need. The officer will be tasked to help make a difference to communities and individuals throughout Cornwall and the Isles of Scilly and potentially beyond.

There is a lot more about the work of Cornwall Community Land Trust here at our website: <https://cornwallclt.org/>

The job description, terms and conditions are set out below

**About you…**

We will expect you to share our values and commitment to a more community-led and cooperative world. We expect you to have a good understanding of the needs of groups and voluntary activity and previous experience of working with voluntary groups and/or in community development work.

We will expect you to have a good understanding of community led housing, ideally having previously worked within or alongside a community led housing scheme or schemes. We expect you to be aware of the different types of community led housing, the five stages of development and the range of needs of groups and schemes at each stage. It will be an advantage (though not a requirement) to be an accredited community led housing advisor or have undertaken the national CLH Advisor course. Previous experience of working as a housing professional, in the construction industry or social housing sector will be an advantage.

We will expect you to have proven track record of administering projects, competent management of the financial and accounting aspects of projects, running, administering and supporting local groups, and of keeping good records and managing information retrieval systems.

You’ll also need to have the skills listed in the job description and person specification.

**Terms and conditions…**

**Term:** initially a 12 month fixed term contract – with the intention to generate income from services for the post to become permanent.

**Hours:** up to 28 hours per week – some flexible working is possible.

**Salary:** £26,000 for 30 hours (£32,500 p.a..full-time equivalent)

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

**Location:** based at Cornwall community land trusts office in Truro – Regular travel around Cornwall and sometimes and nationally will be required.

**Working at Cornwall community land trust…**

Cornwall Community Land Trust was established in 2007 and has completed 25 community led housing projects and established 12 local community land trust groups within Cornwall. It has produced directly or indirectly over 250 community-led homes across Cornwall and on the Isles of Scilly and is one of the most productive CLTs in the country.

Cornwall Community land trust currently has 3 1/2 full-time equivalent members of staff and will now increase its staff complement and expand its work to offer support to a wider range of community led housing activity across Cornwall and on the Isles of Scilly. It will also offer to extend its support and expertise to other parts of the country where requested and commissioned to do so.

Cornwall Community Land Trust has always set the high construction standards and quality of living environment for its residents and intends to continue improving and expanding its standards – ensuring that all of its homes are community-led, achieve high energy efficiency standards, mitigate environmental impact, especially regarding biodiversity and where possible enhance the wildlife potential of its sites, that it avoids high density housing or forcing neighbourhoods into unfeasible spaces and grants families space to live and communities space to breathe, for recreation and for other community projects and activities. A copy of CCLT’s construction standards can be found on our website.

Cornwall CLT is a great place to work. It has strong links with the charity and communities sector as its office is based within Cornwall Rural Community Charity in Truro and it works with local voluntary community groups, Cornwall Wildlife Trust and with a ride range of charitable housing associations and other providers.

Cornwall Community Land Trust is itself charitable, registered as a community benefit society and regulated by the Financial Conduct Authority. It is administered by a board of volunteers who are mostly development professionals and is supported by a wide range of trust members with a £1 shareholding membership

**How to apply…**

Please send your CV and a covering letter of no more than two sides of A4 explaining why you are the right person for this job. Please email your letter and CV to andrew@cornwallclt.org

**Deadline date for applicants:** 12 noon 17th Feb 2020
**Interviews**will take place during the week commencing 24th Feb 2020

This post is funded by the Ministry of Housing, Communities and Local Government through the national community-led homes partnership.

**Community led Housing Officer**

**Job description**

**Purpose of role**

* To work with Cornwall Community Land Trust’s Development Team;
* To consult a newly established Project Advisory Board set up to support CCLT’s expanding role;
* To administer the expansion of advice and support available to community led housing projects across Cornwall and on the Isles of Scilly;
* To help groups move towards their ambition to create the homes that their communities need.

**Terms and conditions**

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

**Hours:** four days per week (flexible working is possible)

**Salary:** 26,000 per annum

**Annual leave:** 25 days (pro rata) per annum plus bank holidays

**Responsible to:** CCLT Chief Executive

**Location:** predominantly CCLT‘ s office in Truro

**Probationary period:** six months

**Pension and other conditions/benefits:** statutory provision

**Officer Responsibilities**

To work as a community led housing officer within the CCLT Team

To help enable groups to progress towards the satisfactory delivery of their CLH ambitions.

Attend accredited CLH training as appropriate

Shadow and learn from colleagues and consultants

Promote CLH solutions and arrange training and promotional events.

Manage the CLH Advisory Board and ensure it is consulted and decisions implemented.

**Officer tasks**

Help identify groups

Help promote the work of Cornwall CLT and of the range of community led housing (CLH) solutions

Help organise CLH promotional activities and information and training seminars for local groups

Create and manage CLH Advisors’ Directory

Help develop a tailored package of support with each group, negotiate memorandums of understanding, commission advisor support from managed budget and directory of advisors

Support colleagues, develop resources and systems to meet the needs of groups

Share good practice with others locally and nationally

Deliver practical support to local groups and communities - with colleagues, independently (yourself) or through management consultants/advisors (commissioned to provide specific packages of support):

* Prepare and deliver training workshops
* Produce materials for training and development of groups
* Business planning
* Community development
* Governance
* Legal structures and legal support
* Search for and negotiate land/property options
* Access to grant and loan finance
* Site visits
* Project Design
* Liaison with consultants, architects etc
* Project viability
* Project environmental sustainability
* Evaluate opportunities
* Facilitate collaboration/partnership working
* Promote/champion the work of community led housing
* Coordinate meetings
* Events management
* Manage project timelines
* Report to groups, line manager, Advisory Board and CCLT Board
* Other support tasks as requested by line manager or Board

You will be expected to manage your own travel arrangements in order to attend meetings away from the office

**Administration**

All routine administrative tasks including:

Maintenance of records

Provide 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 information technology and use of appropriate platforms to communicate and manage information systems – including CCLT‘s information management and retrieval systems

All other administration tasks as required by CCLT and to support colleagues.

Planning and administering the CLH Advisory Board which will oversee your project work

**Finance**

Prepare financial reports for colleagues, Boards, funders and to prepare quarterly financial reports To work with CCLT’s Finance Officer

Diarise funding and finance deadlines for local groups and CCLT, and ensure these are met e.g. reports to funders, annual returns, insurance renewals, subscriptions etc

Any other financial administration tasks as required

**Events/marketing**

Assist with events management including general CCLT events, and enabler programme events including admin relating to supporting groups

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 CCLT

Meet and communicate with members

Other marketing and communication tasks as required

**About you (personal spec)**

**Experience knowledge and attitude**

* Share our values and vision. Committed to our objectives. (Attached)
* A good understanding of the needs of groups, voluntary activity, community development work and previous experience of working with voluntary groups voluntary and community groups.
* Understanding of community led housing. Aware of the different types of community led housing and its five stages, and the needs of groups and schemes at each stage.

It will be an advantage/desirable to also:

* Have previous experience of working within or alongside community led housing schemes
* Be an accredited community led housing advisor or have undertaken the national course
* Have previous experience of working in the construction industry and/or social housing sector

**Skills you will need**

* Organisation: disciplined, reliable, punctual, good at liaising/coordinating with colleagues, efficient diary management, good at meeting deadlines.
* Technology: proficiency in using a range of software/apps, including spreadsheets, databases, email management, calendars, social media platforms, information management and retrieval systems
* Communication: excellent written and verbal language skills, professional and friendly, good customer relations
* Time management: punctual and productive, use initiative, receptive to feedback.

**CORNWALL COMMUNITY LAND TRUST’S CLH HUB VISION/OBJECTIVES**

Cornwall Community Land Trust’s mission is to provide quality affordable and social housing, and other related assets, facilities and amenities that add value to the communities and economies in Cornwall and on the Isles of Scilly, and which reinforce the Organisation’s charitable purposes. As a Community Land Trust, Cornwall CLT seeks to ensure the community benefit in perpetuity through an asset lock.

**Vision**

To inspire and assist communities to provide great homes and services for those in need and which enhances their lives and strengthens community life. And to be a national exemplar for community-led homes.

**Key objectives**:

1. To maximise the delivery of good quality genuinely affordable community-led homes which meet Cornwall CLT’s construction standards and are subject to an in perpetuity community benefit asset lock.
2. To work with local communities to help them deliver projects which meet the needs and aspirations of each community.
3. To ensure the long-term financial sustainability of Cornwall CLT.
4. To support the creation of local CLTs and HWPs (Housing Working Parties) and other CLH projects to assist them to achieve their objectives and secure their own sustainability.

**Values:**

* Helping communities fulfil their ambitions.
* Helping people in need live more comfortable and affordable lives.
* Adding value and quality
* Strengthening communities with assets protected in perpetuity
* Consistently seeking to improve standards
* Upholding the highest environmental and low carbon standards
* Promoting and valuing diversity, equality and inclusion
* Upholding standards of good governance

Our Business Plan reflects our vision to work within our communities both as a social landlord providing homes and services, and as a stakeholder which can make a positive contribution to the local economy and environment.

Our Business Plan (available on request) sets out our objectives for the next five years to 2024, together with an action plan of how we intend to achieve those objectives.