

JOB DESCRIPTION

Job Title :	Development Officer, Cornwall CLT Ltd
Grade :	Assistant to Development Manager
Hours :	37.5 hours
Responsible to :	Chief Executive Officer

Important Functional Relationships –

Internal :

Chief Executive Officer CCLT
CCLT Board
Development Manager
CLH Officer
Community Engagement Assistant
Development Consultant/Company Secretary

External :

Key stakeholders: especially Cornwall Council Affordable Housing Team, local councils and community organisations, external consultants including legal advisors.

Main Responsibilities of job:

- 1 To assist the Chief Executive Officer (CEO) and Development Manager in the delivery of the Cornwall Community Land Trust (CCLT) affordable housing programme; including directly for CCLT and as development agent for local CLTs, Housing Working Parties (HWPs) and housing associations; from initial concept, through the community involvement and planning stages, to start on site and completion; ensuring at all stages that the projects are professionally managed and financially viable.
- 2 To assist the Development Manager in all aspects of Cornwall Community Land Trust's housing development programme on a day-to-day basis, and ensure efficient and effective delivery whilst ensuring financial viability at all times. This will involve regular liaison meetings with the CEO and Development Manager, Cornwall Council Affordable Housing Team, CCLT Development Planning Team, partner CLTs and HWPs, housing associations, professional teams and local authority enablers and planners.
- 3 Take responsibility for specific projects under the oversight of the Development Manager
- 4 To chase and push through planning applications to successful consent, liaising with planning officers and design teams, local Parish and Cornwall Councillors, and other specialist departments e.g. archaeological, environmental and ecological, which may otherwise risk delaying and/or frustrating the planning process.
- 5 To initially assist, and then provide comprehensive support, including professional development agency role, to take projects from concept to completion; to undertake project viability assessments, including with the use of development appraisal software (Pamwin, Proval).
- 6 To initially assist and then ensure that all relevant legal agreements e.g. S.38, S.102, S.104, S.106 and S.278 and variations of these, are negotiated and executed without delay.

- 7 To report any undue delays e.g. caused by solicitors in completing transactions, to the Development Manager or CEO and assist with implementing corrective action.
- 8 To lead applications for capital grant funding and loans.
- 9 To identify new land opportunities and undertake site investigations.
- 10 To assist in and time-manage the acquisition of land and the procurement process for each development, assembling the professional team and acting as the key individual to draw together that team and let contracts for each project as speedily and efficiently as possible.
- 11 To appoint the successful contractors, attend and participate at monthly site meetings and ensure that each project is delivered on time and within budget.
- 12 To assist, and in time, oversee the sales programme for each project and ensure that each is achieved within the project budget and timetable.
- 13 To prepare and provide regular progress reports for the CEO, Development Manager, the CCLT Board, Cornwall Council and local client CLTs and Housing Working Parties.
- 14 To ensure that detailed record systems are instigated and maintained for audit purposes.
- 15 To promote projects at community level and undertake community consultation events.
- 16 To represent when required and where appropriate the project partners at meetings and partnerships to do with projects.
- 17 To assist the CEO in the preparation of Board papers and management accounts, and information for the annual audit.
- 18 To assist the Development Manager to co-ordinate the long-term stewardship of completed homes including re-sale procedures.
- 19 To provide training and technical assistance to local CLTs and HWPs and have an understanding of the different legal formats that a CLT can adopt.
- 20 To remain apprised of policy development relevant to the work of CCLT, updating policies and practice when appropriate.
- 21 To be directly accountable for all aspects of project budgets and be aware of and adhere to applicable rules, regulations, legislation and procedures.
- 22 To maintain confidentiality of information acquired in the course of undertaking duties.
- 23 To undertake other duties appropriate to the role performed by the Development Officer.
- 24 The post-holder may be expected on occasions to work unsociable hours.

Date Prepared: 20th May 2021
