**Title of Post:** Housing Development Administrator

**Reporting:** Housing Manager

**Hours of Work**: 39 Hours per week

**About Peter McVerry Trust:** Established in 1983 by Fr Peter McVerry the charity works with individuals at risk of, or experiencing homelessness, primarily in the Dublin region. Peter McVerry Trust provides a wide range of services in the areas of prevention, housing, homelessness, under 18s residential and drug treatment.

**Our Vision**: “An Ireland that supports all those on the margins and upholds their rights to full inclusion in society.”

**Our Mission:** Peter McVerry Trust is committed to reducing homelessness and the harm caused by drug misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model and within a framework that is based on equal opportunities, dignity and respect.

The Housing Development Administrator will be part of a dynamic team working on social housing delivery through acquisition, development, leasing and management programmes.

Peter McVerry Trust, is a specialist provider of social housing to people impacted by homelessness. The majority of those that we work with a single person households who make up the single biggest cohort in homelessness and on the social housing waiting list. The organisation is currently working on a Housing Development Programme on a nationwide basis.

**Key Responsibilities and Duties:**

* Provide general administration support to the Housing Development Team
* Update housing development project databases
* Liaise with third party suppliers, professional services and property partners
* Collate information and complete internal and external housing development reports
* Develop and maintain appropriate filing systems for new housing development projects
* Handle incoming queries and record new development leads
* Assist members of the Housing Development Team with project management tasks
* Assist with key external relationship ensuring appropriate flow and exchange of information on housing development projects.
* Manage team diaries, make travel and accommodation arrangements
* Monitor and respond to correspondence from internal and external stakeholders
* Arrange team and other meetings as required, minute taking
* Any other duties as designated by the Housing Development Manager

**Person Specification:**

**Qualifications and Experience:**

* Excellent interpersonal and relationship management skills
* Excellent organisational and planning skills
* Excellent administration skills
* Strong IT skills (MS Office (Excel, word, PowerPoint)
* Ability to multi-task, prioritise, and manage time effectively.
* Effective team working
* Strong communications skills – oral, aural and written
* At least 2 years’ experience in the area of housing, homelessness or property management.
* A professional or educational award in the area of housing would be an advantage.

The person must also demonstrate the following personal attributes:

* Commitment to providing the high quality and professional service
* Respect for others
* Flexibility and openness to change
* Professionalism & Discretion

**To apply, please download the application form from** [**http://www.pmvtrust.ie/about-us/vacancies/**](http://www.pmvtrust.ie/about-us/vacancies/)**.**

**Completed application forms should be sent to** **recruitment@pmvtrust.ie**

**Closing date Monday 2nd December**

**Peter McVerry Trust is an Equal Opportunity Employer**

**Peter McVerry Trust Operations Ltd Registration Number 412953 Charity Number CHY7256**