**Job Specification**

**Title of post: Empty Homes Coordinator**

**Location: Head Office, Mountjoy Square, Dublin 1**

**Reporting: Deputy Director of Housing Development**

**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 Empty Homes Coordinator will be part of a dynamic team working on social housing delivery on a national basis through acquisition, development, leasing and management programmes.

Peter McVerry Trust, is a specialist provider of social housing to people impacted by homelessness. We are a Tier 3 Approved Housing Body with over 570 homes across Ireland. The majority of those that we work with are single person households who make up the largest group in homelessness and on the social housing waiting list.

**A: Overview of Key Responsibilities and Duties:**

1. Assist the organisation in the development and delivery of its empty homes strategy.
2. Work within the Housing Development Team to identify and secure properties that meet the need of PMVT’s service users.
3. Act as the primary point of contact for queries relating to Buy and Renew, Repair and Leasing, vacant sites and opportunities arising from unused spaces or long term vacant residential properties.
4. Work closely with Vacant Homes Officers in Local Authorities in the specified target counties.
5. Coordinate the processing of Repair and Lease and Buy and Renew projects
6. Assist with Empty Homes Research and the development of Empty Homes content for advocacy and campaigning purposes
7. Liaise with the appropriate third-party service providers to progress and evaluate housing opportunities

**Property Identification and Review**

* To identify, review and secure properties that align with the needs of PMVT participants as set out by the Deputy Director of Housing Development
* To carryout field visits to target counties and towns to identify vacant properties for acquisition or lease
* To engage with local stakeholders, including vacant homes officers, to identify areas of vacancy or vacant units
* To visit, appraise and organise professional technical reports on properties that may be suitable for PMVT housing needs.

**Research and Reporting**

* To provide monthly reports on properties reviewed, assessed and progressed
* To provide regular updates on engagement with Vacant Homes officers, and third parties including potential donors, property partners and professional services
* To assist with the development of research reports for advocacy and campaign purposes.

**Partnerships**

* To ensure the development of effective, positive and responsive partnerships with Local Authority staff, specifically vacant homes officers or similar
* To ensure the development of positive relations with potential property partners including vendors and vendor representatives, lessors and lessor representatives
* To ensure effective internal partnerships with colleagues in the communications, fundraising, housing and services.
* To ensure the development of effective working relations with professional services providers used by PMVT.

**Person Specification:**

**Qualifications and Experience:**

* At least 3 years’ experience in the area of housing, homelessness or property management or similar.
* A professional or educational award in the area of housing or related area
* 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
* 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
* Appetite to learn and grow
* 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 26th October**

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

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