**Title of Post:** Housing Development Administrator

**Reporting:** Housing Development 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 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.

**Key Responsibilities and Duties:**

* Provide general administration support to the Housing Development Team
* Ensure housing development project databases are accurate and up to date
* Work in close cooperation with the Finance Team to ensure
* 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 or similar.
* 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 26th October**

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

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