**Title of Post:** Housing Development Officer

**Reporting:** Deputy Director of Housing Development

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

**Location:** TBC

**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.

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 largest cohort in homelessness and on the social housing waiting list. The charity is currently has 650 homes under management and is working to roll out a very ambitious housing development programme on a nationwide basis.

**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 Officer will be part of a small, dynamic team working to secure new social housing opportunities to house people impacted by homelessness.

**Key Responsibilities:**

* To project manage Peter McVerry Trust empty homes initiatives under the Buy and Renew and Repair and Lease Scheme
* To support the development and delivery of a growing portfolio of CAS funded Construction projects across Ireland.
* To act as a day to day point of contact with architects, quantity surveyors, contractors and other third party service providers on the delivery of construction projects
* To assist in the broader delivery of Peter McVerry Trust’s broader Housing Development Programme
* To act as point of contact for key stakeholders and partners involved in supporting the delivery of the Housing Development Programme
* To ensure prompt, accurate preparation of funding applications and local authority supports for Peter McVerry Trust social housing applications
* To ensure appropriate record keeping, completion of internal reporting mechanisms and database entries for all opportunities and projects appraised by Peter McVerry Trust
* To ensure strong, detailed record keeping and report preparation to ensure smooth information flow Local Authorities, the DHPLG, Housing Agency, and third party partners.
* To provide suitable administrative support services for each scheme including attendance at site and design team meetings to represent the best interests of Peter McVerry Trust
* To support the liaison with Housing Services, Finance, Asset Management Teams regarding handovers of commissioned units.
* To support, where applicable, consultations with residents regarding new housing projects.

**Finance & Administrative Responsibilities:**

* To liaise as appropriate with the finance staff and provide relevant records and documentation for financial purposes
* To submit funding applications to Local Authorities, DHPLG and relevant private finance providers ensuring they meet the defined criteria and timescale.

**Other Responsibilities:**

* To contribute to the effective delivery of a quality service through the formulation, review and proper implementation of policies and procedures.
* To participate on forums/working groups/committees as required.
* Ensure regular updates are communicated to internal stakeholders – Finance, Housing with Supports, Housing First, Property Maintenance teams
* Liaise with third party suppliers, professional services and property partners to secure, surveys, valuations and technical services for new development leads
* Assist with the preparation of internal housing development project appraisals
* Assist in managing key stakeholder relations including local authority, housing agency, Dept of Housing etc.
* Ensure housing development databases are up to date

**Person Specification:**

**Qualifications and Experience:**

* Excellent interpersonal and relationship management skills.
* Excellent organisational and planning skills
* Effective team working
* Strong communications skills – oral, aural and written
* Excellent Microsoft Word and Excel Skills
* Experience of property management and project management database and systems
* Commitment to providing the high quality and professional service
* Respect for others
* Openness to change
* Professionalism & Discretion
* Full driving license and access to vehicle are essential
* A degree in housing management, property studies or housing development or related is essential.

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