

## Vacancy: Housing Development Officer



Western Region



**Salary:** Negotiable



**Hours of work:**  
Full-time



25 Annual  
Leave Days



**Reporting to:**  
Housing Development Manager

The Housing Development Officer 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 and is establishing a western regional office in Tuam, Co. Galway.

### Key responsibilities include:

- Support the Housing Development Team to identify, secure and deliver social housing units
- 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 with the preparation of acquisition and leasing arrangements
- Assist in managing key stakeholder relations including local authority, housing agency, Dept of Housing etc.
- Ensure housing development databases are up to date
- 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
- Monitor and respond to correspondence from third parties
- Attend site and development project meetings with third party partners
- Any other duties as designated by the Housing Development Manager

## Person specification:

### Qualifications, skills & 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
- At least 2 years' experience in the area of housing, homelessness or property management
- A degree in housing management, property studies or housing development or related is essential

## Employee benefits:

- 25 Annual leave days
- Statutory leave allowance
- Cycle to Work Scheme and Tax Saver tickets
- Employee Assistance Programme
- Training and career progression
- Further education supports
- Death in Service Benefit

To apply please download the application form [here](#).

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

## 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.

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

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



Opening doors for  
homeless people