

Vacancy: Housing Development Officer



Dublin, Drogheda/Tuam/Naas



Salary:
Negotiable



Hours of work:
Full-time



25 Annual
Leave Days



Reporting to:
Director of Housing Development

Peter McVerry Trust is one of Ireland's most innovative and largest providers of social housing. The organisation specialises in providing housing to people impacted by homelessness and is active in 28 of the 31 local authorities across Ireland.

The charity is working on a growing number of multi-million construction projects primarily funded by the relevant local authority and the Department of Housing. These projects vary from major regeneration of long derelict properties, urban infill apartment schemes and green field developments.

Housing Development Officer

The Housing Development Officers will be part of a growing and dynamic team working on social housing delivery through acquisition and construction schemes.

In order to continue to respond to the needs of persons impacted by homelessness and to maximise the potential to grow our social housing delivery we are looking to add multiple Housing Development Officers to our team based in Dublin or in regional offices in Drogheda, Naas or Tuam.

Key responsibilities include:

- Support the Housing Development Team to secure and deliver social housing
- Ensure regular updates are communicated to internal stakeholders – Finance, Housing with Supports, Housing First, Asset Management 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:

- 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.

The person must also demonstrate the following personal attributes:

- Commitment to the ethos and values of Peter McVerry Trust
- Commitment to providing the high quality and professional service
- Respect for others
- Flexibility and openness to change
- Professionalism and discretion

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. 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

