

Vacancy: Housing Development Project Manager



Dublin



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 – Project Manager

The Housing Development Project Manager will be part of a small, dynamic development team working to secure and deliver new social housing opportunities for Peter McVerry Trust.

The role is based in Dublin with a national remit.

The Housing Development Manager will work to manage key stakeholder relationships and progress suitable opportunities that meet the needs of people impacted by homelessness. The individual will be responsible for the day to day management of the Housing Development Officers and Administrators.

The manager will also work to support the Head of Housing Development and Director of Housing Development in the delivery of the National Housing Development Programme 2021-2025 for Peter McVerry Trust.

Key responsibilities include:

- To play a key role in the timely progression and delivery of Peter McVerry Trust's construction projects
- To manage and liaise with Peter McVerry Trust's professional service teams to ensure projects are progressed in line with agreed milestones
- To ensure that funders are fully updated and aware of projects and their live status
- To support the Director of Housing Development in securing, progressing, and delivering construction project opportunities.
- To act as a 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 reports 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 to Local Authorities, the Department of Housing, Planning and Local Government, 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 and Asset Management Teams regarding handovers of commissioned units.
- To support, where applicable, consultations with residents regarding new housing projects.

Responsibilities continued:

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, the Department of Housing, Planning and Local Government 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 in forums, working groups and 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 opportunities.
- Assist with the preparation of internal housing development project appraisals.
- Assist in managing key stakeholder relations including, but not limited to, Local Authorities, Housing Agency, Department of Housing, Planning and Local Government.

Person specification:

- Strong track record of successful project management in housing or related sectors
- Knowledge of social housing delivery mechanisms in Ireland
- 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 in project management database and systems
- At least 3 years' experience in the area of housing development, homelessness or property management or project management
- Full driving license
- Experience of working with an Approved Housing Body is desirable
- Experience of working in partnership with Local Authorities and Statutory Agencies is very desirable.

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

