

Vacancy: Housing Development Administrator



Dublin / Limerick / Tuam / Drogheda/ Naas



Hours of work:
39 Hours per week



Reporting to:
Director of Housing Development

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 Tier 3 Approved Housing Body, and an active member of the Irish Council of Social Housing. It is a specialist provider of social housing to people impacted by homelessness. The charity is currently progressing an ambitious housing development programme on a nationwide basis through construction, acquisition and leasing with a target to deliver 1,200 new units between 2021-2025.

Housing Development Administrator

The Housing Development Administrators are part of a growing, dynamic team working on social housing delivery through acquisition, development, 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 single person households who make up the 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.

Key responsibilities include:

- Provide administrative support to Housing Development Officers & Managers
- Ensure Salesforce records are updated frequently and are accurate
- Work in collaboration with frontline operations including Housing First and Housing with Supports to ensure the effective handover of new homes.
- Support the Development Finance Manager to ensure regular claims are submitted to recoup project costs
- 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
- Ensure housing development databases are up to date
- 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
- Monitor and respond to correspondence from third parties
- Any other duties as designated by the Housing Development Manager or Director

Person specification:

- Excellent interpersonal and relationship management skills
- Experience with Salesforce, Kycloud or other CRM systems
- Excellent organisational and planning skills
- Effective team working
- Strong communications skills – oral, aural and written
- Excellent Microsoft Word and Excel Skills
- Experience in 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
- At least 1 year's experience in the area of housing, homelessness or property management.
- A degree in housing management, property studies or housing development or related is an advantage.

The person must also demonstrate the following personal attributes:

- Commitment to the ethos and values of Peter McVerry Trust
- Respect for others
- Flexibility and openness to change
- Professionalism and discretion

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To apply please download the application form:
[Application Form](#)

Completed application forms should be sent to
***recruitment@pmvtrust.ie* along with CV and Cover Letter**

Peter McVerry Trust is an Equal Opportunity Employer

Peter McVerry Trust Operations Ltd Registration Number 412953
Charity Number CHY7256

