



DEVELOPMENT LEAD – PROPERTY ACQUISITION (POLICY, PARTNERSHIPS AND DEVELOPMENT TEAM): JOB DESCRIPTION

1.0 Purpose and responsibilities

1.1 Purpose of the role

To help grow the property holdings of the organisation, in order to provide high quality facilities for referrals of young people and related CR initiatives.

1.2 Principal responsibilities

The main responsibilities associated with this role are to:

- Explore and put in place multiple channels through which CR can acquire housing stock
- Explore and put in place methods by which any housing stock can be improved/adapted to be suitable for placements
- Explore and put in place methods by which ongoing costs and maintenance of the acquisitions can be covered, to a high standard.
- Drawing together a broader team of volunteers with complimentary areas of experience or relevant networks.

2.0 Person specification

2.1 Personal qualities, skills, qualifications and experience

- Qualifications/Experience – no specific qualifications are required, but professional experience of the housing market, for example through a building company, estate agency, conveyancing, or similar, would be useful.
- Skills – excellent verbal and written communication skills – will be able to liaise and work effectively with businesses, funding streams, private donors, investors and similar.
- Skills – ability to recruit or help recruit a broader team of volunteers and potentially run that team
- Skills – knowledge – will be able to maintain a good working knowledge of the work of the organization and the wider issues/national picture for Children and Young People in care in order to have informed conversations with potential partners.

3.0 Terms and conditions

3.1 Reporting and support procedures

This role reports to the Head of Partnerships and Development, who also provides e-mail, phone and virtual support as, and when, is necessary.

3.2 Location

It is expected that the postholder will work remotely.

3.3 Hours

Hours for this role are flexible but it is likely to encompass 4-8 hours per month.

3.4 Pay

This is a voluntary position and as such there is no direct financial remittance for the hours worker.



4.0 Contact details

For more information on this role, or to receive a paper copy of our application form, please contact:

ed@concreterose.co.uk