**Rural Housing Enabler - Hertfordshire**

Full time: 37 hrs per week. Salary £27,803

Fixed Term until 31st March 2025

**About Us**

Community Development Action Herts is a small charity that has been working for the benefit of communities in Hertfordshire for over 60 years.

At CDA Herts, we believe that communities have the power to effect change and one of the most important areas a rural community can do this is with housing. People often find themselves priced out of the area where their support network, family or job is, and our Rural Housing Enabler Service is crucial in helping rural communities find solutions to this important issue.

CDA Herts is expanding our Rural Housing Enabler Service, to help build on the work previously done to bring forward more affordable rural housing in Hertfordshire. This often begins with helping communities identify their local housing needs through surveys and then supporting them to bring forward the schemes they need and want.

The position is funded by Defra and administered through ACRE (Action for Communities in Rural England) and whilst the appointment is only for one year (up to 31st March 2025) we are hopeful that, depending on the success of the project, the funding may be extended beyond that period.

You will work with the Senior Rural Services Manager to promote the service across Hertfordshire and provide advice and guidance for parishes, including helping them identify their local housing needs and support them through the process of bringing forward a development. You will provide administrative support to our Rural Housing Partnerships organise meetings and keep up to date with local and national policy, as well as being involved with training and network events. Crucially you will bring forward and manage Affordable Housing Needs Surveys. As this is a national initiative a training programme will be provided.

**Essential Requirements**

You need to be versatile, a team player and a good communicator who enjoys engaging with groups and individuals. You need to be able to discuss and negotiate with senior local authority and registered provider (housing association) officers and elected parish and district council members. You must have good literacy skills with the ability to use standard MS Office packages. You must be able to write reports and manage your own workload whilst being fully accountable for your use of time and delivery of outputs and outcomes and meet our commissioners reporting requirements.

**Desirable attributes**

Experience of affordable housing, development or planning would be helpful but not essential. The capacity to understand policies and manage and create partnerships will help you in the role.

**Scope**

There will be some occasional evening working (principally attending parish council meetings), but time off in lieu is given.

This post covers the entire county and requires you to have a full driving licence and access to your own car. A mileage allowance is payable for travel expenses on work related business (other than for travel to and from the Hertford office).

If you have a positive attitude with an understanding of the challenges that rural communities face and have a passion for enabling and enthusing people and bringing about lasting change, we would love to hear from you.

**Application deadline: 5pm 15th April 2024**

Contact: Tim Hayward-Smith (Senior Rural Services Manager) [tim.hayward-smith@cdaherts.org.uk](mailto:tim.hayward-smith@cdaherts.org.uk)  or Giles Meredith (Rural Housing Enabler) [giles.meredith@cdaherts.org.uk](mailto:giles.meredith@cdaherts.org.uk) for further information.

For the full job description please see below.

To apply please provide your CV along with a covering letter explaining why you would be suitable for the role and what you can bring to the CDA Herts Team and return it by email it to:

[office@cdaherts.org.uk](mailto:office@cdaherts.org.uk)

**Interviews will be held on or around the 23rd April 2024 in Hertford**

You can find out more about CDA Herts by visiting our website:

<https://www.cdaherts.org.uk>

**Job Description**

**Job Title:**Rural Housing Enabler – Fixed term contract to March 31st 2025

**Responsible to:**  Senior Rural Services Manager

**Hours: 37 hours** per week

**Location: Hertford,** Hertfordshire

**CDA** Herts has a flexible working policy. There is an expectation that the post holder will spend at least one day per week in the office.

**Salary**: Equivalent NJC Point 15 (£27,803 per annum)

**Purpose of Job:**To increase the supply of affordable rural housing to meet local need in rural Hertfordshire by working with Parish Councils, Local Authorities, Registered Providers and the private sector to form innovative partnerships committed to the delivery of affordable housing.

To pursue all appropriate means to secure new sources of funding for the provision of affordable local housing in rural areas.

**Key duties and responsibilities:**

1. To raise the awareness and identify need for affordable housing in rural parishes by:

* + Working with parish and local authority councils to assess housing needs by carrying out either housing need surveys or holding housing surgeries.
  + Analysing data received, preparing reports and presenting to the parish council and associated communities.
  + Ensuring that the needs of households identified in surveys are reflected in local authority housing registers and fed back into housing strategies
  + Liaising with local authorities and rural communities.
  + Providing information and advice to parishes on housing and planning policies, housing need and proposals for housing projects through e-bulletins, meetings and public consultations.
  + Working with other relevant CDA Herts projects, particularly those that impact on the provision and sustainability of affordable housing e.g. Parish Plans, Transport and Community Development.

2. Work with rural communities and local partners to help bring forward local affordable housing schemes to:

* + Meet rural housing needs within parishes as identified through local Parish housing needs surveys.
  + Work with local land owners, Parish/District Councils, Hertfordshire County Council , partner Housing Associations, and local communities to identify and bring forward suitable sites (particularly exception sites) to meet the identified needs.
  + Work with local partners, including architects, to develop appropriate designs for new affordable parish developments.

3. Monitor and influence National, Regional, County and District planning and housing strategies that impact on affordable housing by:

* + Participating in appropriate local, county and regional events that are relevant to the provision of affordable housing and build effective partnerships to address affordable housing in rural areas.
  + Commenting on District and County Housing and planning policies which affect rural affordable housing, making representation where necessary.
  + Attending Housing sub regional meetings/regional meetings, where appropriate, and comment on any sub regional affordable housing policies.
  + Assisting with relevant national/regional research, where appropriate, to promote new and innovative ways of providing affordable housing.

4. Address/research other housing issues of local concern by:

* + Working with project partners such as District Councils and Housing Associations, to address other housing issues, which may include sheltered housing need, empty properties, second home ownership etc.
  + Miscellaneous responsibilities:
  + Keeping up to date on appropriate issues through reading, research, peer learning and training.
  + Contributing to the cross-project communication and the delivery of CDA Herts corporate activities.
  + To be administratively self-servicing.
  + Attending evening and weekend meetings/ events as required.
  + Represent CDA Herts on external bodies as appropriate and with agreement of line manager.

5. Reporting and accountability:

* + - * Deliver an agreed Workplan
      * Attend weekly Supervisory meetings with manager
      * Keep a record of key data
      * Produce Monthly Reports on outputs and progress
      * Meet the reporting requirements of commissioners ACRE and Government Dept. Defra