Brighton & Hove Community Land Trust
COMMUNITY-LED HOUSING HUB

Date: 03/9 /19

Project Managers for Community Led Housing Developments (pre-development phases)

ROLE OUTLINE

BHCLT's vision is of a city better designed to meet local housing and community needs by engaging the communities themselves in their development. BHCLT supports community led development that is affordable and environmentally sustainable.

We are looking to recruit experienced Project Managers for a number of community led housing (CLH) schemes that have just started in the city. The projects are community led new builds, the schemes will range in size from 5 to 40 homes and are for cohousing groups, community land trusts and housing cooperatives and other forms of community led oragnisation. You will be project managing the land acquisition process and pre-development phase and supporting the lead community group in their capacity building work.

Expected timescales: from this Autumn 2019, through to when projects have secured planning permission and RIBA stage 4 is well underway. The project will have peak periods that the Project Manager needs to be committed to being available for (we already have preliminary project plans in place). For project managers with construction phase experience, there may be opportunities to continue to manage the project through this phase.

Expected days per week: most project roles are funded part-time (2.5 to 3 days per week), but we welcome interest from Project Managers seeking full-time work who could work across 2 or more projects. Regular days of the week will be agreed at the outset, but it is accepted that the projects will require flexibility in the days of the week and over the peaks and troughs in activity, dependent on external factors.

The role overarching objective is to ensure steady progress is made towards achieving each group's housing scheme, keeping the group and their contractors working effectively and collaboratively together.

Project Management to include the following:

- Manage the project in a structured way, using a methodology compatible with the culture of the community led housing group and also acceptable to potential investors and lenders (e.g. PIDs, plans and risks and issues logs etc.)
- Produce a PID to make the arrangements transparent, what's in scope and what's out
- Develop and maintain an easily understood overarching project plan so that deadlines are clear to all involved
- Chase consultants and group progress where necessary to ensure that agreed timescales are held to
- Ensure that progress is monitored, and interdependencies are highlighted and communicated effectively

- Manage risks and issues and engage the group and contractors in understanding and mitigating these
- Co-ordinate regular meetings to share and maintain progress with key participants of the project, aligning with the group's governance practices.
- Generate action notes at regular meetings and share them (within 48 hrs) so that responsibilities for actions and deadlines are clear and well-understood by all project participants.

Key collaborative working relationships with:

- The community led housing group
- The appointed architect and other key contractors on the project
- Those responsible for and involved in the land sale
- BHCC Officers (Planning, Housing Strategy etc.)
- Brighton & Hove Community Land Trust (BHCLT) Property & Land Enabler (Nicola Thomas) & CLH HUB Co-ordinator (Andrea Jones).

Communications & facilitation to include the following:

- regular communications with the group's members & contractors
- communications with the groups wider membership as and when required
- facilitation of project regular meetings and other meetings as required.

Standards of conduct of the PM:

- Promote and maintain positive and respectful working relationships, including external to the group relationships
- Conduct work in a manner which recognises the responsibility to ensure GDPR requirements are met (sign confidentiality agreement).

The following skills, knowledge and experience are essential:

1. Demonstrable experience & knowledge of land acquisition and housing PRE-development project management
2. Good understanding of how community-led housing projects work
3. Proven ability to work in a collaborative partnership or organisation where decision-making is shared
4. Experience of working closely with architects to ensure pre-development project delivery
5. Excellent communication skills with the ability to motivate people, bridge knowledge and understanding gaps between construction specialists and community members, and to bring warmth and understanding to your relationships with Community-led groups, volunteers and local people engaged with the project
6. A relevant project management qualification, or several years' experience
7. Self-motivated and well-organised with the experience of working autonomously and without daily supervision, and with a team that is not co-located
8. Good understanding of equalities issues and ability to empathize with people experiencing disadvantage
9. Commitment to Community-led Housing and the values and objectives of BHCLT
10. Commitment to promoting a culture where diversity is encouraged, and all staff are treated equally and with respect.