

Operations Manager

Brighton and Hove Community Land Trust

Are you an interested in playing a key role in the development of Community-led Housing in the city?

A full time Operations Manager is being sought to play a key role in setting up and running a Community-Led Housing Hub in the city. The Hub's purpose is to build capacity amongst community groups to develop the housing that they need.

It is being developed by a partnership of local cooperative organisations led by Brighton and Hove Community Land Trust (BHCLT). We are anticipating receiving funding during 2017-2018 from Brighton and Hove City Council (BHCC), as part of the Department of Communities and Local Government Community Housing Fund. The Hub's work will include raising awareness of the potential for community-led housing, finding viable land and helping groups grow their capacities to develop or commission housing.

The Operations Manager will help develop new systems and processes, maintain these systems, working collaboratively with the Programme Manager and members of the Steering group. This role is one of the first of a number we will be offering to enablers to help us deliver on the six workstreams, set out in our business case. The Operations Manager will play a key role in setting up the organisational systems and processes for the Hub, supporting the Steering Group and developing the systems and processes for community-led housing groups to be able to apply for grants from our Grant Application Panel. The person will provide a key point of contact for the Hub Enablers and local community groups interested in developing their own housing solutions.

The person chosen needs to be committed to the values of BHCLT and the goals of the Hub programme. They need to be highly skilled, with good communication skills and considerable experience in setting up administrative systems and processes from scratch and ideally experience in supporting a team of contractors/colleagues that are not co-located. They will feel comfortable working autonomously and will have a good understanding of the communities that BHCLT supports. The role will be attractive to someone interested in working innovatively to make a real difference to community-led housing in Brighton and Hove.

The person will be contracted on a self-employed basis 5 days a week (37.5 hours), working Monday to Friday, for a remuneration of £200 per day. The contract will be for 11 months.

We strongly encourage applicants to have an initial conversation with one of BHCLT's Directors *before* applying. Please contact Peter Clarke peter@southdownseco.coop to arrange a suitable time.

Following your initial conversation, you will be asked to send a CV, examples of similar work, contacts for references and a covering letter outlining your suitability for the role by midnight on 30.9.17 to Brighton and Hove CLT - info@bhclt.org.uk.

If shortlisted, you will be invited to an initial session on 4.10.17 where we will explain BHCLT's purpose and values, the grant, our business case, and what our ambitions are for the first year. Part 2 will be the following week and include a workshop exercise. We would look for the successful person to start at the beginning of November 2017.