

## **Programme Manager**

### **Brighton and Hove Community Land Trust**

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

A part time Programme 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 Programme Manager will help develop and implement a programme of work based on our business case (developed collaboratively with BHCC). 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 Programme Manager will help set up the Hub, help recruit and coordinate the Hub enablers and support the Steering Group in its role of monitoring and ensuring progress.

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 programme or project management. The successful candidate will be capable of setting up systems and processes from scratch, working closely with the Steering Group and other colleagues. 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 for 2.5 days a week (18.75 hours), which may include some evening and weekend work, 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](mailto: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](mailto: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.