

JOB DESCRIPTION

COMMUNITY & DEVELOPMENT PROJECT OFFICER

Responsible to: COMMUNITY & DEVELOPMENT MANAGER

The Community & Development Project Officer will primarily be responsible to the Community & Development Manager working on a range of development projects to deliver affordable housing. This will include managing projects from conception stage through to end of defects stage and liaising with a wide range of clients, contractors, consultants and partners.

Main duties of the post:

- Enabling development on existing and new sites.
- Reviewing planning applications, drawings and specifications
- Contract tendering and procurement
- Liaising with project partners and contractors
- Visiting sites and monitoring progress
- Accurate reporting of site progress to external partners at regular intervals
- Ensuring timely delivery of project milestones
- Overseeing Feasibility of new projects, including Pre-App Applications, briefing of feasibility work required on a site-by-site basis
- Submitting Pre-development enquiries with Statutory Service Providers for all site Infrastructure (Water, Power, Telecom) through the relevant development portals.
- Arranging fee quotes for work and liaising with architects, engineers and other consultants
- Updating CRM systems and generating reports as required
- Arranging drawdown of funding at project milestones for CHT and its clients.
- Community engagement and attendance at events
- Extensive community work with volunteer boards, Development Officers and Community Groups to facilitate the delivery of projects
- Developing and contributing to the creation of funding applications at various stages of the community-led housing process.
- Organising progress meetings with key stakeholders
- Identifying and making recommendations and acquiring new sites
- Accurately reporting to internal and external stakeholders and clients
- Maintaining accurate records of meetings

- Contribute to the development and implementation of new housing models and the periodical review of existing models such as Rent-to-Buy, low-cost home ownership and Build-to-Rent.
- Maintaining an open mind to new projects and schemes, and being enthusiastic about learning new skills
- Working as part of a dedicated team to realise the charity's aims of providing affordable housing and complimentary facilities in remote island and rural communities
- Tracking project spending across multiple different funding sources
- Any other relevant duties as deemed necessary

Communication and Working Relationships

Regular telephone and face to face contact with external agencies, contractors, community organisations, consultants and the public is an essential part of the job as well as regular internal contact within the organisation.

Scottish Charity Number: SCO 27544

November 2024