

South Devon Rural Housing Association

JOB DESCRIPTION

Job Title:	Managing Director, Rural Homes Limited
Responsible to:	Chief Executive, South Devon Rural Housing Association
Responsible for:	Development Manager/Asset Surveyor Repairs Administrator
Salary:	£60,000 p.a.

Introduction

South Devon Rural Housing Association (SDR) was established in 1958 as Dartington Housing Association. Evolving over 60 years into a strong, community-based organisation, it has sound working links with local communities and an enviable reputation in South Devon for its quality housing and services.

We see ourselves very much at the heart of our communities, offering a uniquely personal and caring service to our residents. Our role as a 'niche' provider enables us to get involved in housing activities that may not be of interest to others, often in partnership with local authorities.

Our development subsidiary Rural Homes Limited (RHL) is a for profit company set up to project manage building and refurbishment projects. RHL is wholly owned by South Devon Rural Housing Association and delivers cost effective development projects for SDR and other small housing providers across the South West.

Purpose of Job

1. Lead on the development of strategic growth for Rural Homes Limited so that the organisation can achieve its mission and growth ambitions, taking account of changing markets, demand and funding.
2. Ensure new housing development opportunities for SDR are maximised.
3. Take responsibility for the delivery of development projects including managing relationships with Homes England, the Affordable Homes South West Development Consortium, Local Authority Partners, Development Partners, Consultants and Contractors.
4. Promote the delivery of community-led housing projects.
5. Lead and manage SDR's Rent Plus programme.



6. Lead and manage the SDR Asset Management service; providing a comprehensive technical surveying service which enables the delivery of an efficient repairs and void repairs service that is customer focused, represents value for money and maintains properties to an appropriate standard.
7. As a member of the SDR's Senior Management Team, contribute to the strategic management of the organisation, with a clear focus on the future as well as the here and now.

Key Responsibilities

Strategic

1. As a member of the SDR's Senior Management Team, contribute to the development of organisational strategy and plans, sharing responsibility for their delivery.
2. Keep abreast of statutory, political, regulatory and economic trends in the broader environment, best practice in the sector and competitor activity and interpret this information to inform strategic plans.
3. Provide advice and information to the Board and its committees, to enable effective decision making.
4. Attendance at SDR Board and Rural Homes Board and presenting reports as required.
5. Ensure that good relationships are sustained with all key stakeholders. Identifying opportunities to raise the profile of SDR & Rural Homes including attendance at networking events and groups.

Development

6. Lead on risk management across Rural Homes Limited, ensuring a proper appreciation of risk management and mitigation, particularly with new development opportunities.
7. Develop innovative strategies, policies or products to either respond to emerging issues or challenges, or to improve services, enhance the customer experience and deliver efficiency.
8. Monitor and manage performance in the directorate, to ensure achievement of agreed objectives and targets, taking corrective action where required, creating a culture of ambition and high achievement
9. Lead on the management of all resources in the directorate, ensuring rigorous scheme appraisals, cost management, monitoring all budgets, maximising income, effectively procuring and developing/ implementing strategies to improve value for money.



10. Ensure that the voice of customers is heard in the development of plans.
11. Ensure that all potential schemes are robustly appraised and once approved are delivered to time, budget and quality standards.
12. Prepare and submit effective bids for capital grant funding to Homes England and other relevant agencies.
13. Consider the acquisition of sufficient land to meet the organisation's new home building targets.
14. Ensure that all services within the directorate fully comply with statutory and regulatory requirements, and organisational policies and procedures, including health and safety; equality and diversity; and procurement.
15. Take responsibility for ensuring that new homes are built in accordance with the agreed standards and complaint with relevant building standards, and (any) all external funding requirements including to act as the lead for Homes England Compliance Audit. Executive lead for development activity with local authorities and Homes England.
16. Build close relationships with external partners, local authorities, government agencies, developers, investors, land-owners and other stakeholders, representing and promoting the organisation and building its reputation.

Asset Management & Repairs for South Devon Rural

17. Take strategic and operational responsibility for developing and delivering comprehensive Asset Management and Sustainability Strategies for SDR.
18. Take operational responsibility for procuring a stock condition survey and for maintaining and updating SDR's stock condition register.
19. Take operational responsibility for ensuring that all SDR owned, and managed homes remain fully complaint with regulatory standards in accordance with the Asset Management strategy
20. Lead on strategic portfolio management ensuring that SDR continues to explore opportunities to improve asset performance, including opportunities for further for stock rationalisation including the decarbonisation agenda.
21. Deliver an efficient and effective repairs, and void repairs service for SDR properties, including reporting on customer satisfaction and reporting against SDR's KPI targets.
22. Lead on the provision of a technical surveying service for SDR and its properties.



PERSON SPECIFICATION

Managing Director – Rural Homes Limited

	ESSENTIAL	DESIRABLE
SKILL, KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none">• A track record of demonstrable success in delivering new homes and refurbishment programmes across multiple locations• Knowledge of regulation, risk and compliance matters as relevant to development and asset management delivery• Excellent communication skills, both orally and written, using a range of techniques and tools to convey messages• Works strategically, in conjunction with others, to deliver objectives.• Committed to the delivery of excellent customer service• Presents complex proposals in clear, transparent and readily understandable manner• Excellent negotiation skills	<ul style="list-style-type: none">• Experience of delivering Community Led Housing Schemes• Previous experience of presenting reports to boards• Understanding of the regulatory environment for Housing Associations• Previous experience of running a for profit business.
QUALIFICATIONS	<ul style="list-style-type: none">• Degree level or equivalent through relevant demonstrable experience/ training for a minimum of 5 years.• Evidence of Continuing Professional Development	<ul style="list-style-type: none">• Relevant professional qualification – CIOB/RICS
OTHER	<ul style="list-style-type: none">• Full driving licence and car owner.	