

Person specification			
Post Title: SDT Regeneration Project Officer			
	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications		<ul style="list-style-type: none"> • Relevant degree or equivalent experience • Project management qualification 	Application Form
Experience	<ul style="list-style-type: none"> • At least 2 years experience of project management (does not have to be housing related) • Proven experience of contract management assistance and contract performance • Understanding of delivering genuine community consultations • Excellent communication skills to present information in an understandable way, to a range of audiences • Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders • Experience and/or understanding of delivering housing development and/or regeneration projects • Ability to build and maintain supportive and empathetic relationships, securing people's support and commitment to a course of action or different way of thinking by presenting ideas convincingly and persuasively. 	<ul style="list-style-type: none"> • Experience of securing grant funding • Experience of securing loans (including social investment) for capital projects • Experience of working with property developers • An understanding of housing delivery and the development process • Knowledge of the statutory planning process • Business development expertise • Experience of developing and implementing policies and procedures to achieve high quality standards. 	Application Form Interview
Specific Skills/ Knowledge	<ul style="list-style-type: none"> • Outstanding communication skills and ability to deal with different personalities and levels of ability 	<ul style="list-style-type: none"> • Knowledge of contract delivery 	Interview

Person specification			
Post Title: SDT Regeneration Project Officer			
	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> • Understanding of national policies, strategy and developments relating to housing and regeneration • Knowledge of good health and safety procedures and practices. • Understanding of conducting risk assessments • An understanding and commitment to equalities • Good IT and Budgeting skills • Proven track record in partnership working, project management and liaison, building and maintaining partnerships/relationships • Demonstrates the ability to deal with high levels of work-related pressure. 		
Attitude	<ul style="list-style-type: none"> • Passionate about communities and community led initiatives • Willingness and ability to work outside normal office hours and across multiple sites • Ability to work independently and proactively • Ability to work as part of a team • Personal drive for excellence in all things. • Ability to liaise with key stakeholders and users in the promotion of Southmead. 	<ul style="list-style-type: none"> • Skills in conflict resolution 	Interview
Other	<ul style="list-style-type: none"> • Willing to participate in a range of unexpected tasks, for the overall success of the Southmead Development Trust. 	<ul style="list-style-type: none"> • Knowledge of Southmead and the issues facing local residents • Awareness of the factors that affect the health and well-being of a community 	Application Form Interview

SOUTHMEAD DEVELOPMENT TRUST

Job Description

Post: SDT Regeneration Project Officer

Job Purpose: To support the Regeneration Team Leader to drive forwards Southmead Development Trusts ambitions to deliver physical regeneration projects in Southmead including community led housing. To assist in project managing scheme delivery from inception to completion ensuring the community's interests are championed and influence all decisions.

Responsible to: Regeneration Team Leader

Salary: £22k to £30k pro rata. Depending on experience and qualifications

Hours: 3 days (22.5 hours) per week. Fixed term contract for 2 years. This may be extended.

Roles and Responsibilities:

- Support and help deliver on the day to day aspects of the following projects:
 - Arnside and Glencoyne Square Regeneration Project
 - Other Community led housing initiatives in Southmead.
 - Southmead Development Trusts other physical regeneration priorities.
- Champion the three strategic objectives for these projects:
 - Regenerating the centre of Southmead
 - Providing appropriate housing led by the local community
 - Diversifying income streams for the Southmead Development Trust
- Champion the community's priorities at all times in these projects particularly during the design phase.
- Advocate for the Southmead Community Plan
- Ensure local residents and stakeholders are regularly informed of the progress fostering a genuine sense of community ownership.
- Ensure compliance with governance structures to enable accountable oversight and involvement of stakeholders and effective in delivery.
- Attend stakeholder meetings and SDT board meetings as appropriate
- Engage proactively all stakeholders including residents, the SDT board, local groups, funders and investors, land owners, Bristol City Council, prospective tenants, housing associations and consultants

- Foster and maintain relationships with decision makers, colleagues, other agencies and members of the community in order to support and develop current and new initiatives which respond to the identified needs of local residents
- Assist in the identification and bidding for funding
- Assist in ensuring funders requirements are met and that funds are managed effectively and efficiently
- Manage and monitor budgets for projects
- Assist with the development and implementation of the business plans and financial modelling for these projects
- Ensure appropriate Health and Safety systems are in place at each stage of the project.
- Support SDT to be responsive to the changing needs and aspirations of the community.

General Duties

- To comply with all Southmead Development Trust's policies and procedures
- Work carried out must accord with current legislation and/or regulations.
- To maintain a professional attitude and conduct at all times
- Undertake any training needed to fulfil the role
- To attend meetings and events to promote Southmead
- Have a Flexible approach to working which will include occasional evenings and weekends.
- Any other reasonable duties as and when required