

Development Officer – Our Island Home

Job Description & Person Specification



Main Tasks and Activities

Support island community groups/ trusts to develop affordable housing projects

- meet island communities to raise awareness of community action on housing
- help communities to develop proposals for new island housing
- find land and funding for new housing.
- support applications to the Island Housing Fund
- promote the development of the Our Island Home house design

Provide housing information and advice to young islanders

- highlight island housing options through island housing guide, housing surgeries and housing education
- respond to enquiries by phone, email and social media
- maintain active presence on social media to highlight housing options
- provide one to one support at different locations in island communities

Maintain islands housing networks on social media and web

- liaise with Scottish Islands Network and other island groups to ensure thorough dissemination of housing information/advice material
- maintain islands housing information on RHS website
- establish and maintain OIH presence on Facebook, Twitter and other social media

Skills and experience

Essential

- Project management skills
- Good verbal and written communications skills
- Ability to think creatively and solve problems
- Current UK Driving Licence
- Computer literate
- Flexible approach to working hours as evening and weekend working will occasionally be required
- Experience of working on own initiative

Desirable

- Knowledge of architecture and/or building sector
- Understanding of rural issues and rural housing markets
- Negotiation, facilitation and mediation skills
- Marketing Experience
- Event Organisation
- Experience of working with groups

Responsible to:

The Development Officer is managed by the Chief Executive of Rural Housing Scotland.

Contract

The post is currently funded until 31st March 2019.

Salary

£22,000 (pro rata)

Hours

17.5 hours per week - working week structure negotiable

Pension

Rural Housing Scotland offers a Defined Contribution pension scheme with employer contributions up to 10%.

Operational Area

Hebrides

Location

An Roth, Craignure, Isle of Mull and/or home - working location is negotiable

Annual Leave

12.5 days + 5.5 public holidays