



New Lodge Housing Forum

Job Description

Job Title:	Community Housing Worker
Location:	New Lodge Housing Office, New Lodge.
Responsible to:	New Lodge Housing Forum Committee.
Salary:	£16,380 Per Annum
Holiday Entitlement:	25 days plus customary holidays
Terms and Conditions:	Working hours are 24 hours per week; Monday-Thursday 9am-2pm Friday 9am-1pm Evening and weekend work may be required; Fixed term contract until for 12 months (Extension to the post will be subject to satisfactory performance and funding).

Key Responsibilities

1. To contribute in conjunction with the Housing Forum to the formulation of all policies including plans for the development and empowerment of the housing forum and local community;
2. To liaise with residents, N.I.H.E, Voluntary Bodies, Department for Infrastructure, Belfast City Council, Supporting Communities and Housing Associations;
3. To provide an information and signposting service to the community in relation to any housing issues.
4. To apply for and secure funding in conjunction with the NLHF Man Committee.
5. To advise the management committee on all matters in relation to management and development of the housing forum and the housing office and to implement all management committee policies and decisions;
6. To maintain existing and develop new partnerships and relationships with statutory and voluntary organisations and funding bodies;
7. To act as a contact point for any major housing issues the Housing Forum pursues.
8. To undertake research as required.
9. Develop relationships with Community groups in adjacent areas.
10. Undertake training as directed.
11. To undertake such other reasonable duties as required.



Main Duties

Management Committee:

- Report to the Management Committee at their meetings on the work/management of the forum and office and update the Committee on other relevant developments. Provide a written report to highlight targets achieved, work in progress and new initiatives; and
- Ensure Policies and Procedures are updated and approved by Management Committee on an annual basis.

Project Monitoring and Development

- Ensure that all housing programmes are meeting agreed programme timescales;
- Develop the necessary systems for management and reporting of issues in relation to housing programmes alongside the developers and contractors.
- Liaise with the Northern Ireland Housing Executive, providing quarterly reports and support as and when required.
- Attend the Northern Ireland Housing Executives Housing Community Network meetings when required by the Management Committee.

Finance, Fundraising and Sustainability

- Manage the necessary financial systems including budgets, cash flow analysis, general book keeping, preparing financial records for audit;
- Manage financial monitoring and complete reporting requirements of funders and agencies in conjunction with the Management Committee; and
- Identify funding opportunities and complete applications as and when required, in conjunction with the Management Committee.
- To operate in line with the Code of Good Governance and Support the Management Committee to submit the relevant returns to the Charity Commission NI.

Networking/Promotion

- Liaise with relevant statutory and voluntary agencies;
- Represent New Lodge Housing forum at relevant meetings/ forums;
- Facilitate and organise relevant meetings and forums in relation to housing issues in the Greater New Lodge area.

Involving the local community



- Encourage local residents to become involved in New Lodge Housing Forum's Management Committee;
- To promote effective communication with the residents of the Greater New Lodge area in relation to housing issues; and
- Support existing resident's association to build capacity and facilitate the formation of new resident's associations needed within the Greater New Lodge area.

Office Management

- To set out rooms to accommodate meetings.
- To maintain a clean, welcoming and safe environment for all users; and
- Ensure the Centre is health and safety compliant.
- Operate in line with GDPR regulations.

Other Roles

- The post will require the Community Housing Worker to carry out any other duties that may be deemed necessary from time to time.