



JIGSAW HOMES GROUP LIMITED

BENEFITS AND JOB DETAILS

Position:	Project Manager (Please Quote Ref GH220 on the application form)
Employer:	Jigsaw Homes Group
Location:	Gedling Homes, Nottingham
Salary:	£38,256 - £42,680 per annum Pay Band M
Hours:	35 flexible hours per week between 7am & 7pm, Monday to Friday Or 36 compressed hours per week between 7am & 7pm, over 4 days
Status:	Permanent subject to probationary period
Holidays:	24 working days per annum (5 day working week) plus bank holidays, plus 3 concessionary days holiday during the Christmas period, plus additional days after 2 years continuous service to a maximum of 5 days.
Pension:	The Group belongs to the Pension Trust Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Closing date for applications:	Monday 30 March 2020
Provisional interview date:	15 th & 16 th April 2020
Commencement date:	As soon as possible
Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of a Standard Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Further information about the disclosure can be found at www.homeoffice.gov.uk/dbs
Diversity:	Jigsaw believe diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.
Application to be returned to:	People Team Recruitment@jigsawhomes.org.uk

JOB DESCRIPTION PROJECT MANAGER

Department:	Development
Located at:	Gedling Homes, Nottingham
Hour of work:	35 flexible hours per week between 7am & 7pm, Monday to Friday Or 36 compressed hours per week between 7am & 7pm, over 4 days
Responsible to:	Development Manager
Responsible for:	Development Officer
Overall aim of the job:	To support the Operations Director of Development by actively managing new business opportunities and successfully delivering schemes within the Group's development programme.

MAIN TASKS OR ACTIVITIES

1. To support in the delivery of the Group's Development programme by managing a wide range of projects from site feasibility to project completion and beyond.
2. To support the Development Manager in securing an ongoing development programme of schemes. This will include having a lead role on Section 106 opportunities.
3. Ensure that all Group objectives are met for timescales, budgets and quality standards by leading the project teams internally and externally.
4. Effective project management of new build and rehabilitation development schemes including dealing with cost consultants, design consultants; contractors; solicitors; vendors and estate agents. Ensure compliance with all legislative regulations (Planning; Building Regulations and CDM Regulations).
5. Investigate and pursue acquisition of sites and properties, ensuring and reporting the viability of all schemes using Proval financial appraisal software at appropriate stages.
6. Ensure all certificates, valuations and guarantees are available before the Group is committed to purchase.
7. Work with Homes England to ensure that all targets are met and assist in the on-going communication with the above in relation to current and new programmes. Ensure that all projects are delivered successfully achieving key outcomes through IMS system measurements.
8. Supervise and advise the Development Officer on all aspects of the role.
9. Maintain a close working relationship with the Deputy Chief Executive's Department and the Asset Management Department in order to ensure both departments' requirements are built into the Group's schemes.
10. Liaise with external agencies/clients over the provision of development services.
11. Positively promote the Group and its member organisations to key partners and stakeholders in order to develop effective working relationships.
12. Ensure effective communication and attend regular update meetings with both internal & external customers and stakeholders.
13. Inspect building work during construction and refurbishment. Ensure that all relevant guarantees are made available prior to handover. Accept completed work from contractors on behalf of Group and advise all other interested parties of their responsibilities in respect of occupation, insurance and grant claims.
14. Assist Deputy Chief Executive/Group Director of Development/Operations Director of Development in preparation of Committee Reports, ensuring Board approval has been obtained at relevant points in the development process.
15. Ensure that all action taken is in accordance with Homes England, the Capital Funding Guide, the Group's Internal Procedure Guide, Design Quality Standards & HQIs.

16. Keep abreast of current practice in matters relating to affordable housing building and development work and new initiatives. Advising the Deputy Chief Executive/Group Director of Development if any part of the Design Brief or Staff Handbook becomes out of date.
17. Ensure you work in accordance with Financial Regulations at all times.
18. Follow all Group policies and procedures in accordance with the role. Attend Mandatory training when requested to ensure compliance with Group policies and procedures.
19. Ensure you work in accordance with the Equality Act 2010 and the Equality & Diversity Policy at all times.
20. Carry out any other duties which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive, Group Director of Development or Operations Director of Development or commensurate with the position.

**PERSON SPECIFICATION
PROJECT MANAGER**

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS		
Qualification demonstrating sound literature & numerical skills (e.g. GCSE English & Maths A-C or equivalent)	E	Application Form/Certificate <i>(The Successful Candidate Must Be Able To Provide Proof Of All Qualifications Detailed In The Recruitment Application Form)</i>
Degree	D	Application Form/Certificate
Building, surveying or housing qualification	D	Application Form/Certificate
SKILLS/EXPERIENCE		
Experience and a good knowledge and understanding of social housing or property related discipline	E	Application Form/Interview
Ability to work with other departments and outside agencies	E	Application Form/Interview
Computer literate & Experience using general computer packages such as Microsoft Office	E	Application Form/Interview
Good attendance & punctuality record	E	Application Form/Interview
Knowledge of Homes England Procedures	D	Application Form/Interview
Working knowledge of building contract administration and scheme development	D	Application Form/Interview
A good knowledge and understanding of Social Housing	D	Application Form/Interview
Appreciation of issues affecting Development in RPs	D	Application Form/Interview
Presentation skills	D	Application Form/Interview
Report writing	D	Application Form/Interview
Ability to be creative/innovative with a commercial approach	D	Application Form/Interview
COMPETENCIES		
Take pride in their appearance	E	Interview
Ability to communicate well	E	Application Form/Interview
Problem solving ability	E	Application Form/Interview
Ability to work on own initiative	E	Application Form/Interview
Ability to handle difficult situations	E	Application Form/Interview
Good interpersonal & Negotiation skills	E	Application Form/Interview
Works harmoniously with others, helping to generate a positive team atmosphere whilst building effective working relationships	E	Application Form/Interview
Appreciation of the Customer Service skills required within this role	E	Application Form/Interview
Ability to be creative/innovative with a commercial approach	E	Application Form/Interview
Appreciation of issues affecting Development in Registered Providers	E	Application Form/Interview
Experience in a thorough approach to administration	E	Application Form/Interview
A positive and responsive attitude to change, participating and makes constructive suggestions for solutions and improvements	E	Application Form/Interview

A commitment to Associations equal opportunity policies and practices	E	Application Form/Interview
Understanding of data protection & confidentiality issues	E	Application Form/Interview
OTHER		
Full driving licence	E	Application/Documentation
Access to own vehicle	E	Application Form/Interview
<p>Please note: Applicants must meet the above “Essential” criteria as a minimum. “Desirable” criteria will be used as a minimum to further shortlist applications received if necessary. We are willing to consider making reasonable adjustments for people who have a disability. If you have a disability, please refer to the guidance notes before you complete your application form. If you have any questions please do not hesitate to contact the HR team on 01942 608715</p>		