

East Midlands Community Led Housing CIC

Community Led Housing Facilitator

Job Information Pack

March 2021



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East Midlands Community Led Housing CIC



East Midlands Community Led Housing (EMCLH) is a non-profit Community Interest Company, registered with Companies House and the CIC Regulator (Registration No. 7952697).

Established in 2012 (and then called Lincolnshire Community Land Trust) EMCLH has established a reputation for delivering high quality support, advice and assistance to communities seeking to deliver community led housing. To reflect the dynamic nature of the community led housing sector and in response to demand for services beyond Lincolnshire, EMCLH changed its name in January 2018 and expanded its work area.

EMCLH is a member of the National Community Land Trust Network, the UK Cohousing Network, the Confederation of Co-operative Housing and Locality, and is currently working with a wide variety of groups and partners promoting Community Land Trusts, Cohousing projects, Neighbourhood Plan policies and other local community housing models. It is now the main 'Community Led Housing Hub' across the East Midlands region, covering Lincolnshire, Nottinghamshire, Derbyshire, Leicestershire, Rutland and Northamptonshire.

Our Registered Office is within the headquarters of Lincolnshire Co-Op in central Lincoln. We have significant back-office support from Lincolnshire Co-Op but are independent of them.

Eight experienced voluntary Board members govern the organisation, led by the Chairman Alan Ball. There is a wide range of skills and experience across the Board on which staff can draw.

EMCLH is committed to sustainable communities led by local people for the benefit of local people. Current projects involve Community Land Trusts, Cohousing schemes, Empty Homes initiatives and other housing projects from local community organisations, including bodies seeking to become new Registered Providers. Other work involves policy development to support local opportunities and links with neighbourhood plan groups and rural housing enabling.

A new Communications and Marketing strategy has just been completed, and it is expected that this will inform the Board's discussions on new and existing priorities for the organisation's coming work.

A copy of our recent 'Newsletter' is included in this information pack and provides detail of ongoing work.

Further details can be gained from the website : www.emclh.co.uk

Job Description – Community Led Housing Facilitator

Title:	COMMUNITY LED HOUSING FACILITATOR
Salary:	£30,000 + 2.5% p.a. <i>(An annual increment will be confirmed in April 2021)</i>
0.5 FTE post:	18.5 hours / week (part-time) The post holder will be expected on occasions to work unsociable hours and undertake travelling to various meetings elsewhere in the UK.
Contract:	Initially up to June 2022, subject to performance. Funding has been secured for EMCLH's expansion, with an aim to move towards achieving longer-term sustainability of the post from this period.
Employer:	East Midlands Community Led Housing CIC
Manager:	Senior Facilitator
Staff responsibilities:	None
Office Base:	Lincolnshire Co-op, Tentercroft Street, Lincoln, LN5 7DB, <i>Main work will be on a dispersed basis from the employee's home address</i>
Probation period:	Three months
Purpose of the Role:	To encourage, support and strengthen community-led housing development across the East Midlands Region.

Key Responsibilities:

1. Promoting and facilitating Community Led Housing and the work of EMCLH

Develop, implement and test methods and practices for raising awareness and support for community-led housing initiatives of a variety of approaches and tenures.

Build and maintain strong working relationships with key stakeholders including:

- Local authorities
- Registered Providers
- Homes England
- Relevant private developers
- Landowners
- Parish Councils
- Community groups
- Construction and contractor bodies

2. Providing direct support to communities and community organisations seeking to develop community-led housing initiatives, including but not limited to:

- Enabling/brokerage at a local neighbourhood/village level
- Initial business planning
- Advice on legal formats and governance
- Site identification and acquisition
- Support through planning and design stages
- Securing finance at each stage of the project
- Identification and management of risks
- Brokering appropriate delivery partnerships
- Advice on tenure and housing management options
- The procurement of grants and investment finance
- Project Management

3. Help develop and maintain a formal network of complementary sources of technical support for communities, setting up a commissioning process and managing contracts/agreements. For example:

- Design and architectural skills
- Surveying skills
- Development expertise
- Legal advice
- Tax advice
- Funding application writers

4. Contribute as required to Papers for Board Meetings and where appropriate attend Board meetings

- Evaluate and report on differing approaches to awareness raising/publicity and initial support across different geographies and housing markets.
- Produce and contribute to regular written and verbal reports on outcomes to the EMCLH Board, project funder and stakeholders.
- Contribute to the ongoing evaluation of EMCLH work and projects.

5. General

- Take responsibility for own Health & Safety at work and that of other persons who may be affected by postholder's actions.
- Contribute to the overall work of the organisation to include attendance at team meetings and Board meetings.
- Maintain confidentiality of information acquired while undertaking duties.
- Identifying opportunities for your own continuing self-development.
- Contribute to the ongoing development and delivery of Communications and Marketing strategies and other policy development.

East Midlands Community Led Housing CIC

Person Specification

Community-Led Housing Facilitator				
		Essential	Desirable	How identified
Experience/ Knowledge	Knowledge and understanding of models of community led housing	Y		A I
	Experience of work with community-led housing projects	Y		A I
	Experience of work with affordable and mixed-tenure housing projects		Y	
	Knowledge of the design and development process		Y	A I
	Experience of working with and supporting communities to achieve their goals	Y		A I
	Experience of raising awareness and engaging communities and individuals in a housing, community-development or similar environment	Y		A I
	Experience of engaging statutory and third sector organisations to support community projects		Y	A I
	Experience of fundraising / capital finance for community-led projects		Y	A
	Experience of organising external events		Y	A
	Educated to degree level or equivalent in a related subject or able to demonstrate significant relevant skills and experience	Y		A C
Skills & Attributes	Ability to gain the trust of community groups, stakeholders and potential partners	Y		I
	Ability to listen and develop solutions in response	Y		I
	Self-motivated with the ability to create and work to targets with limited supervision	Y		I R
	Ability to communicate information clearly and effectively to a wide range of audiences, both verbally and in writing	Y		I R
	An entrepreneurial outlook with an ability to generate income into the organisation	Y		I
	Effective problem-solving skills	Y		I
	Strong influencing and negotiation skills	Y		I
	Access to a vehicle for work	Y		A
Personal Circumstances	Able to work evenings and occasional weekends when required	Y		A I

A – Application Form

I – Interview

C – Certificates

R – Reference

The application form and how to apply

Before submitting an application, please be familiar with these guidelines.

To ensure recruitment and selection for vacancies is as fair as possible, personal information you submit on your application form relating to ethnicity, sexuality, disability, religion etc will be removed prior to shortlisting. The short-listing process will consider information that is relevant:

- Experience and skills in relation to the vacancy;
- Employment history; and
- Education, training and qualifications.

We believe this approach ensures best practice with your application being considered on merit only. We also believe that it further reduces the possibility of any form of discrimination taking place. Therefore, to ensure consistency throughout the recruitment and selection process, we do not accept CVs as part of applications for vacancies. Please do not submit your CV in lieu of an application form or as part of your supporting statements because it will not be accepted.

Please complete the Application Form and the 'checklist' on your skills to operate as a CLH Facilitator. (The checklist has been taken from the national CLH Facilitator training programme sponsored through Community Led Homes.)

If you find it difficult to read the application form and need adaptations to enable you to complete your application, or if you have any other queries relating to this vacancy, please contact Julie Perkins at juliep@emclh.co.uk (Tues/Wed) and Martin Field martinf@emclh.co.uk on 07976 546532 at all other times.

East Midlands Community Led Housing is committed to equal opportunities in employment and information that you supply to us on these issues will be treated as confidential and used for statistical purposes only.

In relation to the Data Protection Act 1998, we ask you to provide certain personal data on the application form. This information is used for statistical purposes only, in relation to equal opportunity monitoring, best practice and the law. I would be grateful for your consent to hold this information on our files and will take the return of the completed application form, unless otherwise notified, as an indicator of your consent.

Please note that the information you supply to us will be treated as confidential and will not be retained for any longer than is necessary.

In line with 'Recruitment and Rehabilitation of Ex-Offenders Policies', the successful applicant will be offered the position, subject to satisfactory employment references.

The closing date for applications is **12.00 noon Tuesday 23rd March 2021**.

Interviews

Candidates successful in being selected for the interview will be invited to attend an interview on 31st March 2021. EMCLH will write and confirm the time of the interview – given the current COVID restrictions it is planned to hold any interviews via Zoom.

In order to meet current legislation, you must provide evidence regarding your entitlement to work in the United Kingdom. Examples of appropriate evidence are - British Birth Certificate; British / EU Passport or Identity Card; and current Work Permit.

Applicants who have not received a response by email to a submitted application by **29th March 2021** can assume that the application has been unsuccessful.

Interview presentation for the post of Community Led Housing Facilitator

Candidates invited for an interview may be required to provide a short verbal presentation to the Interview Panel – a subject and relevant details will be provided in due course, if this is to be part of the final interview process.

Timetable for submitting an application

Completed applications for the post as EMCLH Community Led Housing Facilitator should be sent by **email** to juliep@emclh.co.uk. Although there may not be a signed declaration with an email submission, it will be presumed that the information provided is correct.

Please submit both the completed application form and the completed Checklist.

Applicants will receive a reply once an application has been submitted by email, indicating receipt of the application. If no reply to an application submitted by e-mail has been received, please contact EMCLH on 07976 546532.

The closing date is 12.00 noon Tuesday 23rd March 2021.

Outline of Terms and Conditions of Appointment with EMCLH

Salary

The FTE salary for the post of EMCLH Community Led Housing Facilitator is £30,000 annually (+ 2.5% *p.a. subject to confirmation*). An annual increment will be confirmed in April 2021.

Hours

18.5 hours per week (0.5 FTE). Working hours will be agreed between 9.00 a.m. to 5.00 p.m. Monday to Friday, or by agreement with the Senior Facilitator after consideration of operational efficiency and any requirement for occasional flexibility. It is anticipated at present that the *core working days* of the advertised post will be Monday - Wednesday.

Appointment to the post

Appointment to this post of EMCLH Community Led Housing Facilitator will be on a part-time - basis.

Duration of contract

Up to June 2022 in the first instance, but funds should secure a suitable extension to this date.

Location

EMCLH has use of an office base in Lincoln. It is anticipated that there will be considerable travel throughout the region when restrictions permit.

Annual Leave

The annual leave year commences on 1 April and ends on 31 March. The entitlement per full year is 25 days plus 8 bank holidays (pro rata for part-time positions). Staff appointed during the leave year will receive a pro-rata entitlement based on the number of completed month's service in the current leave year.

Sick Leave

Entitlement will be detailed in the contract of employment, which will be provided on appointment.

Pension Scheme

The Trust will provide a 'Pensions Trust' defined contribution occupational pension scheme called the Flexible Retirement Plan, or FRP. EMCLH will match employee contributions up to a maximum of 5% of salary.

Business Travel & Mileage

Each post holder is required to have a well-maintained vehicle for business use for which a rate of 45p per mile is paid.

Pre-employment checks

Any offer of appointment will be subject to the following pre-employment checks:

- 2 satisfactory references, one of which must be from a current or most recent employer;
- Proof of eligibility to work in the UK usually provided through production of a passport; shortlisted candidates can be required to show appropriate documentation at their interview.

Eligibility to work checks/ National Insurance Number

Before employment can commence, evidence of a valid National Insurance Number will be required; this will usually be through current P45 or documents from a previous employer, the Benefits Agency, the Contributions Agency, the Employment Service or Inland Revenue. If a National Insurance Number cannot be provided start dates may be delayed.

Probationary Period

Appointments are subject to a three-month probationary period.

Notice Period

To be detailed in the contract of employment.

A full statement of the main terms, conditions and benefits will be supplied with any formal offer of employment. The above information may be helpful to applicants as a guide but is not a substitute for the full statement.



THE YEAR IN GENERAL

Covid and post-Covid

The restrictions on local activities for communities and businesses alike has not meant that all momentum by community-led housing projects has been lost. The notes overleaf give details of projects which have progressed their obtaining of planning approvals and those which are working on plans to become new Registered Providers.

EMCLH has remained active in work across the region, (like many others, mostly via Zoom!) and continues to look for ways to promote opportunities for local projects to be engaged with new housing provisions.

National consultations on planning obligations

The Government has launched a new 'White Paper' showcasing ideas for more planning reforms - Planning for the Future - and a consultation exercise on proposed changes to national planning policy and future planning obligations, particularly changing what developers could need to provide as new affordable housing. See:

<https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>

All responses need to be made by 1 October 2020.

New book about the CLH sector



A new publication about the CLH sector has been written by Martin Field (EMCLH Facilitator).

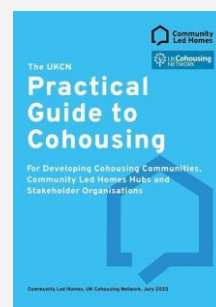
This gives an up-to-date overview of the sector and examples of many ways whereby local people have developed and managed their own homes.

See the publisher's website:

<https://policy.bristoluniversitypress.co.uk/creating-community-led-and-self-build-homes>

A practical Cohousing Guide is born!

In April, EMCLH was awarded a contract to draft a new practical guide detailing how groups might undertake Cohousing projects. The Guide looks at all aspects of how to create a Cohousing neighbourhood project from initial ideas, through all stages of development on to scheme completion.



The UK Cohousing Network intends to launch the Guide in September. More details will be announced soon.



Heritage and Housing

EMCLH was delighted to have met recently with Benjamin Parker, Heritage at Risk Projects Officer from Historic England. This identified the potential for working together to promote the use of historic buildings for community-led housing. Caistor CLT are one project working with older heritage properties. **EMCLH is keen to hear if there are others interested in such possibilities, either as a community group or as an owner of an 'at risk' building.** We will be continuing to explore ways to take such work forward with Historic England and other partners.

**NEXT EMCLH SEMINAR
Shaping CLH policies
and new UK Cohousing Guide
Autumn 2020**

(Further details at : <https://emclh.co.uk/>)

**Best wishes to all projects from the EMCLH Team
Martin, Debbie, Trish & Julie**

Contact EMCLH at : visit: www.emclh.co.uk Telephone: [01522 785 288](tel:01522785288)
Stanley Bett House, Email: enquiries@emclh.co.uk
15-23 Tentercroft St, Lincoln, LN5 7DB Twitter: [@EastMidsCLH](https://twitter.com/EastMidsCLH)

Local people meeting local housing needs in the East Midlands



2020 PROJECT UPDATE

Details of various CLH schemes in the region:

Nottingham Cohousing

Nottingham Cohousing is exploring the feasibility of a site in Nottingham earmarked for regeneration by the City Council. The site is close to the city centre and could support the group's aspirations for a live-work scheme, reducing the need for public or private car use.

Sincil CLT

Sincil CLT is a group of residents who are working to improve the homes and amenity spaces in poor condition in the Sincil Bank area of Lincoln. The CLT has gathered detailed technical information on empty properties that could be renovated, and is working with a local housing association to work out a joint agreement to improve and let the houses. EMCLH is supporting the CLT in identifying sources of finance to take the project forward.

Afro Innovation, Leicester

Afro Innovation, Leicester is a community group which has identified a redundant site in inner city Leicester for a newbuild project to accommodate homeless and refugee households. The CLT is looking to apply for Registered Provider status to own and manage the scheme and is using EMCLH to support that application.

Wirksworth CLT

EMCLH is currently supporting the CLT to complete a new Business Plan for work to renovate and build future energy efficient properties in the town.

Hothouse Cohousing, Belper

Work has been focused upon completing the planning application for the Belper site, in partnership with Futures Housing association.

Age UK Lindsey, Horncastle

Formal planning approval has been secured for the South Street site, which is intended to be a new central headquarters for Age UK Lindsey and for the provision of new affordable housing. The overall proposals include the creation of a new Registered Provider and EMCLH is working to support this application being completed.

Kettering Mind

Kettering Mind have received full planning approval for using their garage site in Kettering to build much needed 'move-on' accommodation in the Borough. This will be for six flats to enable individuals with enduring mental health issues to live more independently but with support available if this is needed. EMCLH is supporting Kettering Mind to develop the scheme and to submit an application for Mind to become a Registered Provider.

Birchwood CLT

The Jasmin Green project for forty-nine bungalows and houses in Birchwood has now received full planning approval. Work is under way to select a formal Registered Provider to partner the CLT in taking the project forward. Plans are to complete the pre-development stage so as to apply for development grant that could help construction start on-site after next April.



Caistor & District Community trust

Work continues on the core project to bring buildings back into use in the heart of Caistor's historic market place. Proposals for other new housing provision on a small ex-depot site are also being progressed.

Brookenby CLT

The CLT's planning application was refused by West Lindsey District Council over concerns over proposed space standards in the flats. In reviewing this issue, the CLT is lodging an appeal and has now engaged the services of a consultant experienced in such matters.

Community of Grace Cohousing, Leicester

A search continues to find a suitable site for this multi-generational project envisaged for the Leicester area.

EMCLH is a member of the National Community Land Trusts Network; the UK Cohousing Network; Locality; and the Confederation of Co-operative Housing

EMCLH receives grant support from the Nationwide Foundation and Community Led Homes for its regional development.