



- Job title:** Rural Housing Enabler
- Responsible to:** Senior Rural Housing Enabler
- Location:** Based at WRCC offices, Wellesbourne CV35 9EF with travel across Warwickshire or work from home
- Hours:** 37 hours per week (to include occasional evening & weekend work), initially to 31 March 2025
- Salary:** NJC SCP 25 (currently £33,945)

**Purpose of job:**

To increase the supply of affordable rural housing to meet local need in Warwickshire by working with Parish Councils, Local Authorities, Housing Associations and the private sector to form innovative partnerships committed to the delivery of affordable housing.

To pursue all appropriate means to secure new sources of funding for the provision of affordable local housing in rural areas.

**Key duties and responsibilities:**

To raise the awareness and identify need for affordable housing in rural parishes by:

1. Working with parish and local authority councils to assess housing needs by carrying out housing need surveys.
2. Analysing data received, preparing reports and presenting to the parish council and associated communities.
3. Ensuring that the needs of household identified in surveys are reflected in local authority housing registers and feedback into housing strategies.
4. Liaising with local authorities and rural communities.
5. Providing information and advice to parishes on housing and planning policies, housing need and proposals for housing projects through e-bulletins, meetings and public consultations.

Work with rural communities and local partners to help bring forward local affordable housing schemes to:

1. Meet rural housing needs within parishes as identified through local housing needs surveys.
2. Work with local landowners, Parish and District Councils, partner Housing Associations, and local communities to identify and bring forward suitable sites (particularly exception sites) to meet the identified needs.
4. Work with local partners, including architects, to develop appropriate designs for new affordable parish developments.

Monitor and influence National, Regional, County and District planning and housing strategies that impact on affordable housing by:

1. Participating in appropriate local, county and regional events that are relevant to the provision of affordable housing and build effective partnerships to address affordable housing in rural areas.
2. Commenting on District and County Housing and planning policies which affect rural affordable housing, making representation where necessary.
3. Attending Housing sub regional meetings/regional meetings, where appropriate, and comment on any sub regional affordable housing policies.
4. Assisting with relevant national/regional research, where appropriate, to promote new and innovative ways of providing affordable housing.
5. Provide regular pipeline monitoring reports, aligned to funding requirements, and as required by the Rural Housing Partnership or RHE Steering/Advisory group to inform prioritisation of RHE activity.

**Other duties:**

1. Assist in the delivery of the WRCC Strategic Plan and Work Plan.
2. Respond to requests for advice and guidance.
3. Attend and participate in meetings as appropriate, including evening and some weekend meetings.
4. Disseminate information about best practice within Warwickshire with groups and individuals as appropriate.
5. Assist in organising and hosting conferences, briefings, workshops and other training events as appropriate.
6. Produce regular monthly and quarterly reports of work undertaken.
7. Ensure that all work is carried out in accordance with current legislation and/or regulations.
8. Undertake duties commensurate with the level of the post and as directed by the Chief Executive.
9. All employees have a responsibility for their own safety, being mindful of lone worker policy, and must not endanger the safety of colleagues or visitors in the workplace.

WRCC is committed to equality of opportunity and all work should reflect this policy.

## Person Specification:

Criteria	Essential/ Desirable	Assessed: Application form/ Interview
<b>QUALIFICATIONS &amp; KNOWLEDGE</b>		
Knowledge of issues affecting rural communities and businesses	D	A,I
Knowledge of planning policy and frameworks	D	A,I
Qualification or experience relevant to the purpose of the role (e.g. community development, planning)	D	A
<b>EXPERIENCE</b>		
Experience of supporting communities in the delivery of parish plans, design statements or other community led plans	D	A,I
Experience of working in a multi-agency environment with competing demands and priorities	E	A,I
Experience of some aspect of delivery of affordable housing	E	A,I
Experience of working in a leadership and supporting role with rural communities	E	A,I
<b>SKILLS &amp; ABILITIES</b>		
Excellent IT skills (Microsoft Word, Excel, Outlook, Powerpoint) & ability to use social media	E	A
The ability to present to a group and gain commitment to action	E	A,I
The ability to motivate community champions to empower their communities	E	A,I
The ability to produce clear and engaging reports and other written work	E	A,I
excellent verbal communication skills	E	A,I
Innovative and enthusiastic manner	E	A,I
Able to work to deadlines	E	A,I
Well organised, able to prioritise and work on own initiative	E	A,I
Able to work in a small team to deliver group objectives	E	A,I
Ability to negotiate & mediate	E	A,I
Access to independent transport and a willingness to travel throughout Warwickshire	E	A
Ability to work effectively from home (if homeworking chosen)	E	A,I