

Person specification			
Post Title: SDT Regeneration Team Leader			
	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications		<ul style="list-style-type: none"> • Relevant degree or equivalent experience • Project management qualification. • Chartered surveyor. 	Application Form
Experience	<ul style="list-style-type: none"> • At least 5 years experience of managing projects and contracts. • Proven experience of managing, supervising, motivating and developing, staff, volunteers and contractors. • Experience of organising and delivering genuine community consultations. • Demonstrable ability to use well developed communication skills to present information in an understandable way, to a range of audiences. • Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders. • Experience of community led initiatives. • Experience of delivering regeneration projects. • Ability to build and maintain supportive and empathetic relationships, securing people's support and commitment to a course of action or different way of thinking by presenting ideas convincingly and persuasively. 	<ul style="list-style-type: none"> • Experience of securing grant funding. • Experience of securing loans (including social investment) for capital projects. • Experience of working with property developers. • An understanding of housing delivery and the development process. • Business development expertise. • Experience of developing and implementing policies and procedures to achieve high quality standards. 	Application Form Interview

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Specific Skills/ Knowledge	<ul style="list-style-type: none"> • Outstanding communication skills and ability to deal with different personalities and levels of ability. • Understanding of national policies, strategy and developments relating to housing and regeneration. • Knowledge of good health and safety procedures and practices. • Knowledge of contract delivery. • Experience of conducting risk assessments. • An understanding and commitment to equalities. • Good IT and Budgeting skills. • Proven track record in partnership development, project management and liaison, building and maintaining partnerships/relationships. • Demonstrates the ability to deal with high levels of work-related pressure. 	<ul style="list-style-type: none"> • Knowledge of employment legislation and HR processes. 	Interview
Attitude	<ul style="list-style-type: none"> • Passionate about communities and community led initiatives. • Willingness and ability to work outside normal office hours and across multiple sites. • Ability to work independently and proactively. • Ability to work as part of a team as well as lead a team. 	<ul style="list-style-type: none"> • Skills in conflict resolution. 	Interview

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	<ul style="list-style-type: none"> • Personal drive for excellence in all things. • Ability to liaise with key stakeholders and users in the promotion of Southmead. 		
Other	<ul style="list-style-type: none"> • Willing to participate in a range of unexpected tasks, for the overall success of the Southmead Development Trust. 	<ul style="list-style-type: none"> • Knowledge of Southmead and the issues facing local residents. • Awareness of the factors that affect the health and well-being of a community. 	Application Form Interview

SOUTHMEAD DEVELOPMENT TRUST

Job Description

Post: SDT Regeneration Team Leader

Job Purpose: To drive forwards Southmead Development Trust's ambitions to deliver physical regeneration projects in Southmead including community led housing. Managing consultants, funders, advisors, contractors and at all times ensuring the community's interests are championed and influencing all decisions.

Responsible to: Chief Executive.

Salary: £40k approximate (pro-rata) or contractor on daily rate to be negotiated.

Hours: 22.5 hours (approximate). Fixed term contract for 2 years. If successful this may be extended.

Roles and Responsibilities:

- Lead on the day to day aspects of the following projects:
 - Arnside and Glencoyne Square Regeneration Project.
 - Other Community led housing initiatives in Southmead.
 - Southmead Development Trust's other physical regeneration priorities.
- Champion the three strategic objectives for these projects:
 - Regenerating the centre of Southmead.
 - Providing appropriate housing led by the local community.
 - Diversifying income streams for the Southmead Development Trust.
- Champion the community's priorities at all times in these projects particularly during the design phase.
- Advocate for the Southmead Community Plan.
- Ensure local residents and stakeholders are regularly informed of the progress fostering a genuine sense of community ownership.
- Set up appropriate governance structures for projects that are fit for purpose ensuring good oversight, involvement of the right stakeholders and effective in delivery.
- Attend the monthly BS10 parks and planning meetings and other stakeholder meetings and SDT board meetings as appropriate

- Engage proactively and manage appropriately all stakeholders including residents, the SDT board, local groups, funders and investors, land owners, Bristol City Council, prospective tenants, housing associations and consultants.
- Establish and develop relationships with decision makers, colleagues, other agencies and members of the community in order to support and develop current and new initiatives which respond to the identified needs of local residents.
- Identify, pursue and secure sources of funding for these projects including grants and loans.
- Ensure that funders requirements are met and that funds are managed effectively and efficiently.
- Establish, manage and monitor budgets for projects.
- Oversee all communication and community engagement for projects.
- Lead on the development and implementation of the business plans and financial modelling for these projects.
- Ensure appropriate Health and Safety systems are in place at each stage of the project.
- Support SDT to be responsive to the changing needs and aspirations of the community.
- Ensure the Chief Executive is informed at all stages and involved as appropriate. It is anticipated weekly briefs will take place.

General Duties

- To comply with all Southmead Development Trust's policies and procedures.
- Work carried out must accord with current legislation and/or regulations.
- To maintain a professional attitude and conduct at all times.
- Undertake any training needed to fulfil the role.
- To attend meetings and events to promote Southmead.
- Have a flexible approach to working which will include occasional evenings and weekends.
- Any other reasonable duties as and when required.