Job Description

Job Title:	***Rural Housing Enabler Programme Manager***
Salary:	***£39,000 pa***
Hours:	Full time (35 hours per week), 18 months fixed-term
Reporting to:	Executive Director
Location:	At least 1 day per week in Woodstock, Oxfordshire.

Job Purpose:

To manage the Defra RHE programme, working with ACRE members and RHEs to achieve the required outcomes and outputs

To be responsible for leading on the day-to-day project and performance management of the national Rural Housing Enabler programme and to manage the day-to-day relationships with RHEs and other stakeholders.

Key Objectives:

1. ***To ensure that the Defra funding agreement for the Rural Housing Enabler programme is delivered according to the service specification***

- To adhere to the Defra funding agreement complying with reporting requirements and conducting a quarterly survey of the member network activity
- Collection and analysis of financial and other monitoring data, writing and disseminating quarterly reports
- Presentation and attendance at departmental steering group (Defra/DLUHC/HE/NHF/RHA)
- Designing, organising and facilitating online and face to face training sessions
- To manage requests for advice, information, support and guidance from ACRE members, RHEs and other stakeholders in relation to rural affordable housing
- Commission and project manage the on-going evaluation of the RHE programme

2. ***Strategic support***

- To contribute to developing ACRE's overall strategic direction in relation to rural affordable housing
- To contribute to the efficient governance and administration of ACRE and the responsible management of its resources

3. Other responsibilities

- Curation of ACRE Basecamp affordable housing group
- To co-ordinate the collation of rural evidence, research, best practice and reports from the network relating to rural affordable housing
- To co-ordinate responses to consultations and calls for evidence along with collating research and source information to assist with national policy development
- On-going promotion of activity and outcomes achieved through the programme including use of ACRE social media accounts
- To be responsible for working as directed on any other duties deemed necessary by the Executive Director that are related to the delivery of the RHE Programme
- To comply with relevant legislation and adhere to ACRE's policies and procedures

4. Any other appropriate duties as agreed following discussion with the Executive Director

Person Specification, Rural Housing Enabler Programme Manager

Personal Profile	Essential	Desirable
CPD:	• Evidence of continuous professional development.	
Experience:	• Experience of programme management, performance monitoring, improvement and evaluation. • Experience of working with rural communities. • Experience of providing advice and guidance, face to face and through a variety of media/social media.	• Experience of working for an ACRE member, a registered housing provider or local authority. • Experience of programme management within a governmental or public sector environment.
Knowledge:	• Knowledge of the national policy agenda and issues affecting rural communities.	• Knowledge of the role of rural affordable housing delivery. • Knowledge of operations of ACRE members, their challenges, constraints and opportunities.
Skills and abilities:	• Ability to build trust, respect and good working relationships with a wide range of people. • Excellent communication and presentation skills with the ability to communicate effectively at all levels both orally and in writing. • Financial and budgetary management skills. • Analytical skills with the ability to identify opportunities and risks. • Political understanding and awareness.	• Social media and use of other digital applications.
General Aptitude:	• High standard of personal and professional integrity. • Ability to prioritise and work flexibly. • Ability to work under pressure and to deadlines. • Ability to work collegiately with ACRE members and other partners. • Demonstrable commitment to equality, diversity and inclusion. • IT skills – Microsoft Office, Word, Excel, Outlook.	