

## Programme Officer - Rural Housing Enabler Programme

### Job Description

**Type of role:** Part time (15 hours per week), fixed-term contract starting ASAP and finishing 31<sup>st</sup> March 2027. The details of the working week to be agreed with line manager. Given the nature of the role the postholder may be required to attend some events outside normal working hours.

**Location:** Home-working. Occasional travel to team meetings, as discussed with line manager, may be required.

In-person training events are run once per quarter, usually in London, and may require an overnight stay.

**Reporting to:** Programme Manager – Rural Housing Enabler Programme

**Supervisory responsibilities:** None

**Salary:** £32K per annum (pro rata for 15 hrs per week)

### Main purpose of the role:

To support the RHE Programme Manager in the day-to-day delivery of the Defra funded RHE programme. The role will be responsible for gathering and compiling financial, performance and outcomes data from ACRE Network members who are participating in the programme, prioritising and responding to or arranging responses to queries from the network, and helping to organise meetings, events and training for network colleagues. It will also support the Programme Manager to liaise with Defra colleagues and manage contractors appointed to help deliver the programme. The role will also support the Programme Manager in their work with the wider ACRE team and stakeholders with an interest in advancing the delivery of affordable rural housing across England.

### Responsibilities

1. To gather and assemble the reporting data on a quarterly basis from members in line with an agreed timetable and format, including following up late or inadequate submissions and supporting members to achieve deadlines.
2. To conduct the six-monthly fraud checks as required by Defra with oversight from the Programme Manager and support of ACRE's Finance Manager.
3. To support the Programme Manager to review and implement more streamlined data collection systems building on the processes that currently exists.

4. To prioritise and answer day to day queries from members and to seek input from the Programme Manager or other programme advisers as appropriate.
5. To curate and encourage the greater use of Basecamp for the exploration of programme issues, training, mutual learning and addressing specific queries.
6. To assist the Programme Manager to deliver the training programme effectively and efficiently, including booking venues and speakers, recruiting participants, and collating and updating the training directory for members.
7. To support the Programme Manager to liaise with Defra and members to resolve queries and requests for information, data and additional evidence needed to demonstrate programme performance.
8. To support the Programme Manager in research and development activities in order to improve the programme's efficient and effective delivery and longer-term sustainability.
9. To support ACRE members to coordinate external visits and events including from stakeholders, officials and Ministers.
10. To undertake other tasks as required by the line manager that are in keeping with the nature of this post.

### **Joining the ACRE Team**

ACRE champions vibrant, sustainable, and inclusive rural communities by finding innovative solutions to their unique challenges. We're a small charity with a big impact. We work closely with government, national partners and our network of 38 county-wide members across England to ensure that no-one in rural areas is disadvantaged by where they live. We offer flexible working, a contributory pension scheme, life cover and a generous annual leave allowance of up to 30 days a year (pro rata for part time staff). We are keen to support professional development and give team members the chance to broaden their skills and experiences.

## **Person Specification**

### **Knowledge and Experience – essential**

1. Experience leading on or supporting the administration of a programme/business function
2. A track record of reliably gathering and keeping data, ensuring records are accurate, up-to-date and securely stored.
3. Extensive experience using Microsoft office applications, including Excel, Word, Outlook and Teams to carry out your work, including offering guidance on IT systems to others.
4. A high degree of organisation, with experience of managing your own workload and competing priorities while maintaining a high standard of quality and accuracy. Experience of building and maintaining good working relationships, being confident in leading meetings and acting as a primary point of contact for multiple stakeholders
5. An ability to use your own initiative to solve problems.
6. Experience of organising meetings and events, booking venues, and liaising with participants and suppliers.

### **Knowledge and Experience – desirable**

1. Knowledge of the issues impacting rural communities, especially affordable/social housing
2. Experience of working with a public sector funder.
3. Experience of working in the not-for-profit sector.
4. Experience of working in a small organisation.
5. An appreciation of the role of RHEs in helping to deliver affordable rural housing.
6. Experience of helping to train, coach and support others.

### **Personal qualities**

1. A passion for supporting rural communities and particularly the most disadvantaged.
2. An energetic self-starter who is proactive and self-disciplined and consistently delivers to deadline.
3. A clear and effective communicator both verbally and in writing.
4. A team player who is collaborative, inclusive and approachable.
5. Well organised and flexible with the ability to differentiate between competing priorities.
6. Analytical skills and the ability to communicate information concisely and clearly.
7. Willingness to develop expertise in new areas.
8. An ability to motivate and inspire others.
9. Diplomatic with demonstrable political skills in dealing with colleagues and stakeholders.