



Supporting Shropshire Communities since 1960

March 2024

Dear Candidate,

Thank you for your interest in our Rural Housing Enabler vacancy.

Community Resource a long-established local charity with a great reputation and a strong track record of delivering quality work that puts people at the centre. Our charity is committed to making life better for people and communities facing challenges in Shropshire, Telford & Wrekin and we deliver this work in three main areas: [Wellbeing & Care](#), [Community & Support](#) and [Funding & Advice](#).

We are also one of 38 charitable local development agencies that make up the ACRE Network. Our national body [ACRE \(Action with Communities in Rural England\)](#) speaks up for rural communities on the national stage and delivers projects that enable our communities to find innovative solutions to the challenges they face.

It's an exciting time for Community Resource; we have a new [five-year strategy](#) and are now recruiting new team members who can help us deliver this strategy for the benefit of the people of Shropshire, Telford and Wrekin.

The Rural Housing Enabler (RHE) will engage and work with communities, landowners, local authorities, and registered housing providers to increase the supply of new rural affordable housing schemes that meet local housing needs in rural Shropshire. The RHE will play a key role in fostering community engagement, working collaboratively with residents, Parish Councils, landowners, and other stakeholders to ensure their perspectives are heard, dispelling myths around rural housing, and building strong partnerships that contribute to the success of our rural housing initiatives.

To find out more about this opportunity please contact us on 01743 360641 / [enquiries@community-resource.org.uk](mailto:enquiries@community-resource.org.uk). To apply for this role, please complete the application form with a supporting statement and email to [enquiries@community-resource.org.uk](mailto:enquiries@community-resource.org.uk) with the subject "Confidential – Job application (RHE)" or by post (clearly marked Confidential – Job application (RHE)) to:

Community Resource  
4 The Creative Quarter  
Shrewsbury Business Park  
Shrewsbury  
SY2 6LG

The closing date for applications is **9am, Monday 1<sup>st</sup> April 2024**.

I look forward to hearing from you.

Yours sincerely,  
Bev Baxter, CEO

4 The Creative Quarter  
Shrewsbury Business Park  
Shrewsbury SY2 6LG

T 01743 360641

[enquiries@community-resource.org.uk](mailto:enquiries@community-resource.org.uk)  
[www.community-resource.org.uk](http://www.community-resource.org.uk)



## Job Description: Rural Housing Enabler

**Job Title:** Rural Housing Enabler

**Responsible to:** Head of Service (VCSE Infrastructure and Rural Service)

### Job Overview

The post holder will engage and work with communities, landowners, local authorities, and registered housing providers to increase the supply of new rural affordable housing schemes that meet local housing needs in rural Shropshire and help 'unlock' existing sites where barriers may be encountered.

They will also report to and work with the Shropshire Rural Housing Advisory Group to help address the strategic barriers to rural housing delivery in Shropshire alongside ensuring required reporting to ACRE and Defra is completed.

The successful candidate will play a key role in fostering community engagement, working collaboratively with residents, Parish Councils, landowners, and other stakeholders to ensure their perspectives are heard, dispelling myths around rural housing, and building strong partnerships that contribute to the success of our rural housing initiatives.

### Key Responsibilities

#### Rural Housing

- Actively advocate the RHE project within Shropshire communities, among partners, and relevant organisations.
- Conduct Housing Needs Surveys to identify local housing needs within communities.
- Aid communities in identifying viable sites for affordable housing development or securing such housing within market-led schemes.
- Guide and support communities, town Councillors and Parish Councillors from initial interest in affordable rural housing to project completion.
- Assist communities in selecting suitable delivery options based on their capacity and available technical support.
- Engage communities throughout pre-development, ensuring meaningful involvement in scheme design.
- Foster collaborative partnerships with key stakeholders to facilitate successful planning and delivery.
- Serve as an impartial mediator, providing informed advice to different parties involved.
- Support Neighbourhood and Community Plan groups in implementing policies for rural affordable housing.
- Develop a supportive policy environment by providing training to key stakeholders, including local authorities, communities, and relevant officers.
- Collaborate with Local Planning and Housing Authority officers, sharing best practices to support rural affordable housing delivery.
- Provide regular pipeline monitoring reports aligned with funding requirements for informed decision-making in RHE activities.
- Maintain updated, user-friendly information related to the RHE Project, ensuring these are GDPR compliant.
- Deliver monthly/quarterly progress reports for project monitoring and evaluation as required.

#### General

- Ensure the project is consistent with our organisational values
- Ensure, where appropriate, that staff and volunteers are involved in the delivery of our services
- Undertake some evening and weekend work when required

- Undertake any other duties as determined by the line manager
- Participate in the wider work of the VCST and Community Resource as required.

Duties and responsibilities may vary from time to time without changing the general character of the role or level of responsibility entailed. The postholder may therefore be required to pursue activities other than those specified above, within the remit of the post.

## Person Specification: Rural Housing Enabler

	Essential	Desirable
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education.</li> <li>• Good level of computer literacy – Word, PowerPoint, database, email, etc.</li> <li>• Full driving licence and ability to travel around the county in own vehicle.</li> <li>• Evidence of continued professional development</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the issues facing rural communities, and how to work with communities to offer solution-based proposals.</li> <li>• Community development approaches</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of rural housing and the challenges being faced.</li> <li>• Demonstrable experience of Community-led planning.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of community engagement</li> <li>• Demonstrable experience of achieving set aims and objectives.</li> <li>• Demonstrable experience in meeting organisational development needs including high quality diagnostics and action planning, and the effective use of self-help templates and documents.</li> <li>• Experience working with Communities, Parish Councils and/or land agencies/estates in a range of settings.</li> <li>• Experience promoting local services.</li> <li>• Experience working in partnership with a variety of other organisations.</li> <li>• Experience of setting up and facilitating forums, networks and /or group meetings.</li> <li>• Project management experience.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Time management skills.</li> <li>• Research, reviewing and objective evaluation skills.</li> <li>• Confidence in using IT/CRM for monitoring and evaluation purposes and report writing.</li> <li>• Strong interpersonal and communication skills</li> <li>• Strong and demonstrable public speaking and presentation skills.</li> <li>• Ability to motivate and enthuse others</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to prepare reports for a variety of audiences.</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>• Work to the values of the Charity</li> <li>• Commitment to local community activity in relation to rural housing</li> <li>• Positive and creative approach to working with the community.</li> <li>• Ability to work alone or as part of a team.</li> <li>• Commitment to own continued professional development</li> </ul>	
<b>Able to demonstrate key skills</b>	<ul style="list-style-type: none"> <li>• Has a positive work ethic, dependable and conscientious.</li> <li>• Is flexible, can work to own initiative with good time management.</li> <li>• Takes a collaborative approach to success.</li> </ul>	

<b>required of all Community Resource staff</b>	<ul style="list-style-type: none"><li>• Has organisation and administration skills for the role, including IT skills.</li><li>• Works within agreed business plans, policies, procedures, and systems.</li><li>• Works within the reasonable direction of your line manager.</li><li>• Participates in individual supervision and annual appraisal meetings with line manager.</li><li>• Is beneficiary and customer focused.</li><li>• Applies equality of opportunity.</li><li>• Communicates appropriately.</li><li>• Is proactive in personal development</li></ul>
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## Main conditions of service

### Salary:

NJC Scale Point 18 (£29,269)

### Term of employment:

This is currently a fixed term position until March 2025 with extension possible dependent further funding. Confirmation of employment will be dependent on completion of a probationary period (see below)

### Probationary period:

This post carries a probationary period of six months. Confirmation of employment will be subject to satisfactory performance during this period.

### Hours:

37 hours per week (excluding lunch breaks). Core office hours are 9.00am – 5.00pm, Monday to Thursday, with an earlier finish on Friday. Candidates should be aware that, from time to time, they may be required to work 'out of hours' during evenings or at weekends due to the nature of the work. Community Resource operates a time off in lieu system to compensate for this, but a flexible approach is required to enable the duties of the post to be properly discharged.

### Holiday:

25 days per annum plus statutory Bank Holidays. The holiday year runs from April to March. Holiday entitlement for staff joining the organisation during the year will be calculated on a pro-rata basis per complete month worked.

### Pension:

This post is pensionable. The postholder will be entitled to an employer's pension contribution of up to 5% of salary into the Community Resource group pension scheme, providing this is matched by at least the equivalent % of salary contribution by the employee.

### Place of work:

Shrewsbury. We operate from office accommodation, with parking, in a modern accessible building on Shrewsbury Business Park. We operate a flexible working policy. These arrangements will be discussed with candidates at interview.

### Termination of employment:

One week's notice in writing on either side during the Probationary Period. Upon confirmation of appointment, one calendar month notice in writing.

### Use of car for business purposes:

During the course of your work, you may be required to travel away from your office base. When using your own car for such travel, Community Resource will reimburse you as a casual car user at the current rate of forty-five pence per mile. You are required to ensure that your car insurance covers you to use your vehicle for business purposes.

## OUR VISION

Strong, local communities where everyone gets the support they need

## OUR MISSION

Enabling people to enjoy a good quality of life and empowering people to help their communities thrive.

## WELCOMING



We value everyone

## HELPFUL



We go the extra mile

## TRUSTED



We are a safe pair of hands

## KNOWLEDGEABLE



We build on our expertise

## ADAPTABLE



We evolve through change

# Recruitment Data Privacy Statement

During recruitment we will collect and store personal information you submit to us via our application process. Please read the following privacy policy to understand how Community Resource uses and protects the information you provide. By submitting your personal information, you are consenting to Community Resource holding and using it in accordance with this policy.

Contents:

1. Information that we collect from you
2. How we handle the data that is submitted by you
3. How to contact us

## 1.0 Information that we collect from you

During our recruitment process you will be asked to provide certain information about yourself, including your name, contact details, and job history. Some of the information is mandatory in order for Community Resource to consider an application for a vacancy or meet its statutory monitoring and reporting responsibilities. However, some of the information is optional (where indicated) and you can choose not to complete.

## 2.0 How we handle the data that is submitted by you

Personal data is collected to facilitate the recruitment process and used for anonymised reporting purposes to our Board of Directors to ensure that we are reaching the widest pool of prospective candidates.

In the event of your application resulting in the offer and your acceptance of a position at Community Resource, your personal information will be held in the Community Resource staff database.

### 2.1 Data Protection Legislation

Community Resource is your data controller. As your data controller Community Resource has notified its activities to the Office of the Information Commissioner as required under the Data Protection Act 1998 (the "Act") and is listed in the Public Register of Data Controllers. Personal information will only be collected and/or processed by Community Resource in accordance with the Act.

### 2.2 Disclosure of your information

Except as set out in this policy or as required by law, your personal data will not be provided to any third party without your prior written consent.

### 2.3 Data Protection Statement:

The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of the selection processes of Community Resource and in connection with any subsequent employment, unless otherwise indicated. Your data will be retained only for as long as is permitted by UK legislation and then destroyed. By submitting your personal data and application, you:

- (1) declare that you have read, understood and accepted the statements set out in this data protection clause;
- (2) are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;
- (3) are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described; and



(4) are authorising Community Resource to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.

#### **2.4 Data Retention**

Unsuccessful applicant data will be held within the recruitment system for a period of twelve months before being destroyed in order that we can contact you if we have a further vacancy and we can respond to statutory reporting requests. Successful applicant data will be deleted within two years following the end of your employment with us.

#### **3.0 How to contact us**

For any queries you may have in connection with this privacy statement, please contact Community Resource, 4 The Creative Quarter, Shrewsbury Business Park, Shrewsbury SY2 6LG.