

## Head of Development Operations

The Irish Council for Social Housing (ICSH) is the national representative Federation for non-profit housing associations in Ireland.

The ICSH was established in 1982 and the stock of homes in the sector has grown from circa 2,000 homes in management in the early 1980's to 35,000 homes at the end on 2018 being managed by housing associations in the sector.

Currently, the ICSH has over 260 members providing housing and related services for low-income families, older people, the homeless and people with disabilities, throughout the country.

In order to further meet the changing needs of membership and lead the ICSH Development Support for ICSH Members, we are seeking to recruit a **Head of Development Operations**.

The ICSH has different layers of members. There are those known as Tier 3 bodies who manage over 300 homes, which have developed and manage social rented homes throughout the country. Some of the better known Tier 3 housing associations operating nationwide (e.g. Cluid, Respond, Tuath) have significant development programmes for

## General outline of the Job Specification Position of Head of Development

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ICSH Head of Development Operations

### EMPLOYMENT CONDITIONS

The Head of Development Operations will be principally based at the ICSH Offices at 50 Merrion Square East, Dublin 2.

Current Salary Scale is in the region of €55,000 - € 70,000 commensurate with qualifications and experience.

The Head of Development will have access to the ICSH Staff Pension Scheme.

The Head of Development Operations will be required to attend meetings at various locations throughout the country and may be required to attend evening meetings on an occasional basis. Agreed time-off in lieu will be available for these meetings.

The Head of Development will have a clean and current driving licence and access to their own transport. Agreed travel expenses will be paid by the ICSH.

The ICSH also operates a flexi-time scheme for all staff.

## GENERAL REQUIREMENTS

The Head of Development Operations must be able to demonstrate a good working knowledge of the housing sector and of the role played by housing associations in the current and future environment.

The Head of Development Operations should have relevant experience working in the housing sector and/or a relevant qualification.

In addition, s/he should be able to demonstrate an ability to work both on own initiative without much direction, particularly taking the lead in areas of development and finance related to development, as well as being able to work as part of a small team on different projects. The successful candidate should have strong numeracy skills that can be applied in the housing development environment.

The Head of Development Operations should also be able to lead the direction of the development team in line with ICSH Strategic Objectives and have staff management experience, including supporting and developing staff capacity.

The Head of Development should have excellent interpersonal, communication, and analytical skills and demonstrate excellent ability to build up strong contacts in both the statutory, private, non-profit sectors as well as in the political environment.

The Head of Development Operations will have knowledge of relevant computer packages (e.g. Excel, power point) and have excellent presentation skills to present to a wide range of audiences.

## Role and Function

To lead the response on behalf of the ICSH and members on housing development and finance initiatives.

To Lead the development of viable funding mechanisms with ICSH members.

To be able to adopt a strategic approach on issues which enable housing associations to increase delivery, including supporting structured partnerships between the sector and local authorities and other agencies such as the Housing Agency; the Land Development Agency.

To provide support and guidance to ICSH member organisations in various locations throughout the country on housing issues.

To co-ordinate specific information, advice and guidance service to new and existing housing organisations on housing development and housing management.

To encourage co-operation and collaboration between housing organisations on issues of common interest.

Lead the overseeing work of ICSH specialist working groups and provide input for the ICSH Council and Board.

Be able to develop and promote housing management (both existing new) initiatives which will benefit housing associations and be able to promote the role of the ICSH and the sector.

Support ICSH member organisations, when required, in making representation to public bodies, particularly to local housing authorities and Government Departments.

To prepare reports and to undertake relevant research when required by the CEO. Be able to support, manage and develop staff capacity in the development team.

To be able to proactively identify social and other housing needs in particular areas and to work with housing organisations and bodies in relieving those needs.

To deliver training, as required, on housing issues as part of the ICSH Education and Training Programme, and to represent the ICSH at various events and meetings when required by the CEO in both Ireland and overseas.

To undertake other work as required by the ICSH Chief Executive, Board, Council, and other ICSH specialist working groups.