



Homes that change  
people's lives

## Job Advert: Development Officer

### Details

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**Reference**

000044

**Salary**

£35,000 pro rata

**Department**

Development

**Hours**

22.5 hours per week

**Job Type**

Permanent

**Location**

Rudgeway, near Bristol

**Closing Date**

Tuesday, 25 January 2022

**Planned Interviews**

Monday, 07 February 2022

### Job Description

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Elim Housing Group is a provider of housing and support services in the West of England and Gloucestershire, our vision is 'to meet housing need and deliver homes that change people's lives'. Elim's aim for it's customers is to ensure that the housing and services Elim provide serve as a platform for growth, facilitating all our customers to achieve their aspirations. In this way, we make our homes truly life changing by ensuring that our service has a positive impact long after a person has left Elim accommodation.

Elim **CARES** Values were created in partnership with our customers, staff, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully:

- C Customers First – Customers are at the heart of our services and decision making.
- A Aspirational and Accountable – We are ambitious for our customers, staff and stakeholders. We work with integrity, learn from mistakes and do what we say we will.
- R Results – We work hard and deliver great results for our customers and for Elim.
- E Everyone's view matters – We listen to understand, improve and build our services
- S Supportive – We tackle challenges head on and inspire each other to achieve our potential.

The Development Team concentrates on identifying and acquiring new projects ranging from land led, Section 106 led opportunities to more unique, specialist supported housing projects, liaising closely with Local Authorities and Homes England. The department actively reviews owned assets, prioritising optimisation and redevelopment where appropriate.

The Development Officer will be supporting the identification, acquisition and delivery of affordable housing developments, to include, general needs rented, supported housing, temporary accommodation, shared ownership and Gypsy & Traveller.

You would be need to be available to attend meetings at Head Office and off site when required. The days and hours would be agreed with the successful candidate.

What you will be doing:

- Leading on development administrative and procedural activities to support the delivery of the development programme and provide support in all development related activities.
- Ensuring effective development related communication between all teams at Elim Housing Group.

- Compiling information required for developments to proceed, including surveys, instructing solicitors, consultants & agents, board appraisal reports, committee reports and liaising with customers.
- Overseeing the handover process of new homes to customers and to be directly involved in this process on site and electronically.
- To be directly involved with customers' defects, snagging items and feedback surveys.

## Person Specification

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What you will need to be successful:

- To have experience of working in a property related environment and an understanding of the residential property development and planning process.
- To provide good customer service and manage and develop productive working relationships both internally and externally.
- To have experience of data input, management and reporting.
- The understand, identify, progress and coordinate development led opportunities and understand the need to be competitive and ability to problem solve and be proactive.
- To have good literacy and numeracy skills and the ability to regularly review, monitor and maintain clear and accurate up to date records both written and electronically.
- To currently hold a valid, UK, driving licence and has access to a car.

If you are interested in the role but do not have all of the required experience please do get in contact with HR to discuss.

## Benefits

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Elim employees benefit from:

- 25 days annual holiday rising to 30 days.
- Company pension.
- Life Assurance.
- Annual bonus.
- Health cash plan, which includes discounts to a wide range of shops and services.
- Free onsite car parking
- Flexi-time

More details on benefits can be found [here](#)

## Contact Us

Units 3 & 4, Pinkers Court,  
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BS35 3QH

Call: 01454 411172

Email: [HR@ElimHousing.co.uk](mailto:HR@ElimHousing.co.uk)

## About US

### **Providing homes, supporting people.**

Elim Housing is a socially responsible business delivering quality homes and support services which positively change people's lives.

We engage and innovate, and work in collaboration with others to enhance the wellbeing and independence of individuals and communities.