

Northern Housing Consortium

Job Title: Engagement & Place Officer

Responsible to: Senior Engagement Manager

Section: Member Engagement

1 Main purpose of the role

- To assist the Senior Engagement Manager in delivering the NHC engagement strategy activities across events, roundtables, and networks
- Support the delivery of NHC's Member Networks and broader engagement activity, from organising meetings to producing outputs promoting engagement activity.
- To track and interpret emergent and existing housing and regeneration policy, legislation, and latest thinking. Analysing the impact on the NHC membership of Housing Associations, Local Government, and Mayoral Combined Authorities.
- To continually engage and build relationships with NHC members through a range of activities.

2 Key Tasks and Responsibilities

- To support the delivery of Member Engagement activity, organising a series of events, roundtables and networks. Identifying themes and topics, sourcing and briefing speakers, and communicating activity to the NHC membership.
- Through member engagement and using wider research skills, produce briefings and outputs, including blogs and social media activity, to inform the NHC Engagement Team's Devolution and Place work programme and promote engagement activity.
- Work proactively in building relationships across the NHC membership, contributing to the capturing and acting upon of business intelligence, ensuring engagement activity reflects the full spectrum of NHC membership.
- Work with the team to support the Consortium's understanding of regional and national policy impacts on NHC members, developing and delivering effective services that support the NHC membership's needs and aspirations.
- To provide administration services to the NHC's conference programme.
- Work with Member Engagement Managers to devise and follow a development plan, allowing the postholder to take greater responsibility for network and conference delivery.
- Ensure standards of satisfaction and engagement with member engagement services and outputs remain at high standard.
- Have a commitment to personal development.

3 We're all about people

- Act as an advocate and ambassador for the NHC.

- Exemplify the culture, values and behaviours of the organisation.
- Actively support team working across the organisation.
- Lead in the delivery of NHC objectives.
- Carry out other such duties as may be necessary for the successful operation of the NHC.
- Fulfil the requirements of the post in a professional manner and in doing so achieve high standards and agreed personal performance targets are met

4 Qualifications and Experience

- Excellent project management skills across multiple workstreams – E
- Excellent people skills, with the ability to communicate well with people at all levels – E
- Strong written and verbal skills - E
- Experience of operating within a policy context - D
- Knowledge of housing, regeneration and the wider work of NHC members – D

April 2025