

## **Northern Housing Consortium**

**Job Title:** Housing Partnership Coordinator

**Responsible to:** Head of Housing Partnerships

**Section:** Policy & External Relations

### **1. Main purpose of the role**

- To deliver secretariat support to Northern Housing Partnerships
- To assist the Housing Partnership members by engaging with the mayoral teams, Mayor, Combined Authority, politicians, stakeholders and other relevant agencies and stakeholders
- To share insight and learning across Housing Partnerships, the NHC and the overall membership to ensure key priorities are communicated and opportunities are acted upon.
- To contribute to the wider work of the NHC and ensuring strong links between the NHC and Housing Partnerships remain in place.

### **2. Key Tasks and Responsibilities**

- To support agenda development for Housing Partnership and workstream meetings
- Develop and manage a forward programme of meetings and ensure all meetings are well prepared for and actions are tracked.
- To attend Partnership and workstream meetings as required
- Work closely with the Chair, Vice Chair and workstream leads
- Working with the Housing Partnership comms colleagues to organise events such as, but not limited to, hustings, annual report launches, and prospectus launches on behalf of the Partnership/s
- To contribute to the development and dissemination of publications on behalf of the Partnership/s
- Build relationships with other local and national agencies as required on behalf of the Partnership/s
- Liaise with key stakeholders
- Identify and act upon opportunities for the Partnership/s both locally and nationally
- To contribute to the broader work of the NHC by supporting cross team projects, sharing business intelligence and assisting with member engagement activities, ensuring the strong link between the NHC and the Partnership/s remains in place

### **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 (E= Essential or D= Desirable)**

For this role, we'd expect the holder to have:

- Excellent organisation, time-management, written and verbal communication skills (E)
- Experience in managing projects with multiple stakeholders (E)
- Ability to multitask, prioritise effectively and pay attention to detail (E)
- Strong interpersonal and communication skills, with confidence in engaging senior leaders and stakeholders (E)
- Excellent understanding of Microsoft Office (E)
- Ability to work as a team and develop positive working relationships (E)
- Worked in housing or on one of the NHC's core objectives (D)
- Flexibility to travel and occasionally work outside standard hours (E)

**October 2025**