

Job Title: Senior Engagement Officer (Housing Partnerships)

Reporting to: Housing Partnerships Manager

Team: Policy & External Relations

1 Main Purpose of the role

- To provide support to our network of Housing Partnerships in the North through planning, organisation, and delivery. *Housing Partnerships are a group of housing providers and stock-holding local authorities coming together to speak in one clear voice. As a collective, they are the single voice to the local Mayor and Combined Authority, championing regional priorities at the heart of delivering new homes and creating better places. This includes driving the government's agenda on devolution, economic growth, and increasing the supply of affordable housing, while ensuring strong support for local communities.*
- To assist the Housing Partnership members by engaging with high-level stakeholders including mayoral teams, Mayor, Combined Authority, politicians, and other relevant agencies and stakeholders.
- To share insight and learning across the Housing Partnership networks, the Northern Housing Consortium and the membership to ensure key priorities are communicated and opportunities are seized.
- To contribute to the wider ambitions of the team to maintain a strengthened relationship between Northern Housing Consortium and the Housing Partnerships.
- Work alongside colleagues – Housing Partnership Manager, Head of Housing Partnerships, and Events Coordinator – to deliver an outstanding service to the Housing Partnerships we service, as a key strategic priority for the organisation.

2 Key Tasks and responsibilities

- To support agenda development for scheduled Housing Partnership and workstream meetings, liaising with key stakeholders, and attend as required.
- Work closely with the Chair, Vice Chair and workstream leads to manage a forward programme of meetings, always being well-prepared, tracking tasks, and following up on actions to ensure progress.
- Collaborate with Housing Partnership comms colleagues to organise events such as, but not limited to, site visits, strategy sessions, annual report and prospectus launch on behalf of the Partnership(s).
- To contribute to the development and sharing of publications on behalf of the Partnership(s).
- Build good relationships with other local and national agencies as required on behalf of the Partnership(s).
- Track and act upon opportunities for the Partnership(s) both on a local and national stage.
- To contribute to the portfolio of comms, campaigns, and projects that the Northern Housing Consortium team delivers, by supporting cross-functional projects, sharing business intelligence, and assisting with member engagement activities.

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, Skills and experience

For this role, the ideal candidate should have:

- Strong interpersonal skills with the ability to communicate and negotiate effectively with individuals at all levels, both internally and externally (E)
- Excellent organisation, time management, written and verbal communication skills (E)
- A proven track-record of project management, delivery, and positive outcomes which involve multiple key stakeholders and interests (E)
- Excellent understanding of Microsoft Office (E)
- Ability to travel to meetings, events, and team days across the North, which may require the need for an overnight stay (E)
- A can-do attitude and flexible approach with colleagues in the team and beyond, consciously preventing silos and supporting others where the need is greatest (E)
- A value on diversity and respect, with a commitment to building on people's different skills to enhance the quality of their own and other's work (E)
- Experience in planning, implementing, and evaluating initiatives designed to enhance engagement and strengthen member relationships (D)

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