



JOB DESCRIPTION:	PROPERTY DEVELOPMENT COORDINATOR
LOCATION:	GALWAY/HYBRID WORKING
CONTRACT:	FULL TIME- PERMANENT
REPORTING TO:	NEW BUSINESS & PROPERTY DEVELOPMENT MANAGER
SALARY:	€47,700 - €62,000

JOB SUMMARY:

The Development team in Tuath Housing are tasked with the sourcing and delivery of new housing opportunities, building and maintaining relationships with key stakeholders and developing innovative proposals for delivery of new housing stock.

This role is to work as part of the development team to further the expansion of Tuath via new business opportunities. To attract, appraise and secure new opportunities to increase housing supply. To ensure that each potential project is financially viable and offers value for money. To create and process opportunities and ensure that Tuath identifies viable projects to develop a range of housing solutions whether through new build, purchase or leasing. To assist the New Business Development Manager & Development Director in the delivery of the Development Programme for Tuath Housing. The ability to multitask, prioritise work and meet deadlines to deliver on our pipeline.

KEY RESPONSIBILITIES:

New Business

1. To identify and respond to new business opportunities, negotiating and ensuring they are commercially viable. These new business opportunities should include for social and cost / affordable rental options.
2. To assist the New Business Development Manager and Director in the preparation of tender submissions for new business.
3. Establish and maintain strong relationships with external stakeholders to further the expansion of the Association via new business opportunities.
4. Operate with good commercial and financial acumen and be both creative and responsive in the delivery of new business.

5. Analyse the need for housing provision in partnership with housing colleagues and relevant Local Authorities and prepare project appraisals to include surveys, briefs, valuations, economic investment appraisals, business cases etc.
6. Manage the site identification and feasibility process and establish and utilise a site feasibility checklist to mitigate risk.
7. Negotiate, liaise and communicate effectively with all potential clients.

Programme Delivery and Support

1. To assist in the delivery of the Development Programme for Tuath Housing within agreed timescales, under the direction of the New Business Development Manager. This includes the provision of administrative support in the identification of potential projects including properties for purchase.
2. To assist in the information flow of material to Local Authorities, the DHPLG, Housing Agency, Consultants etc, and to keep concise and accurate records and ensure all project files comply fully with the Voluntary Regulation Code & are maintained to a standard fit for auditors examination.
3. To provide suitable administrative support services for each scheme including attendance at meetings and minute taking.
4. To support the liaison with Housing Management, Finance & Property Services regarding handovers.
5. To assist the New Business Development Manager to ensure all potential development proposals submitted to the Association are recorded, actioned and submitted to the DHLGH for approval.
6. To consult with local residents and tenants with regard to new schemes.

Budgetary Monitoring & Control

1. To liaise as appropriate with Tuath's Finance department in relation to Development.
2. To submit funding applications to Local Authorities, DHLGH and relevant private finance providers ensuring they meet the defined criteria and timescales.

General

1. To contribute to the effective delivery of a quality service through the formulation, review and proper implementation of policies and procedures.
2. Help administer and maintain an efficient Development Team service at all times in support of both the Development Director & the Development Manager.
3. Be proficient in IT skills to assist with the efficient monitoring and delivery of the Development pipeline.
4. Understanding of the legal conveyancing process involved in property acquisitions.
5. To participate on forums/working groups/committees as required.
6. To conduct all activities in a manner which is safe to yourself and others.
7. To be aware and act in accordance with Tuath's Health and Safety Policy.
8. Complete reports / submissions for Tuath's Board meetings.

9. To undertake any training courses deemed necessary for your role.
10. To undertake any other duties as required.

**This job description is not definitive or restrictive and will be subject to periodic review
in the light of developments**