



Housing Coordinator

Job Description and Personal Specification

Job Title	Housing Development Worker
Responsible To	MDA Director, Management Committee and Line Manager
Salary	£33,945 per annum (Gross)
Length of Contract	60 months
Hours	37 hours
Anticipated Start Date	1 st April 2025
Main purpose of job	<p>Supported by the National Lottery Community Fund the Market Development Association are recruiting a Housing Coordinator to put the area on a firm strategic footing in the midst of several large ongoing and forthcoming housing developments. The Housing Development Worker will oversee the provision of support to residents, organise housing based educational programmes and work on the strategic development of new housing sites and models within the Market community.</p> <p>The post holder will report to the Management Committee of the Market Development Association and will be located full time in MDA offices based in the Market Community Centre.</p>

Summary of work responsibilities and personal duties

- Provide a comprehensive and effective housing rights and advice support to the Market Community
- Coordinate organising and engagement with community in relation to housing
- Develop housing centred education and skills programmes for delivery in community
- Support wider MDA efforts to secure and promote new housing developments in the area, including new housing types
- Lead on developing new models of housing ownership and tenure within the community



- Coordinate and lead on housing focused research initiatives within the community, including publication and dissemination of results
- Promote a rights based approach to housing within the Market community
- Develop and maintain partnerships with relevant housing orientated statutory agencies and associations
- Increase the MDA's housing work visibility and impact through effective communication.
- Support development and delivery of Community Wealth Building projects and programmes
- Assist in the design and delivery of the MDA's local community festivals and events.
- Undertake any other relevant duties the MDA feels at any time are required to fulfil the needs of the post.

Essential Criteria:

	Essential	Desirable
Qualifications	<p>Applicants must, as at the closing date for receipt of application forms:</p> <ul style="list-style-type: none"> • Have a third level qualification in a relevant discipline. • Be able to demonstrate on the application form, by providing personal and specific examples, at least four year's relevant experience in each area of the experience category. <p>OR</p> <ul style="list-style-type: none"> • Be able to demonstrate on the application form, by providing personal and specific examples, at least five years relevant experience in each area of the experience category. 	<ul style="list-style-type: none"> • Have a third level qualification in Community Development/related disciplines
Experience	<ul style="list-style-type: none"> • Providing effective housing support to residents • Delivery of new housing developments • Managing effective cross sector partnerships and networks with 	<ul style="list-style-type: none"> • Knowledge of housing landscape in Belfast • Knowledge of the challenges faced by working class communities and their strengths.

	<p>housing providers and community partners.</p> <ul style="list-style-type: none"> • Community organising and campaigning. • Experience in successfully applying for and managing funding for projects and programmes, including effective reporting to funders. • Conducting and reporting community based research 	<ul style="list-style-type: none"> • Knowledge of funding bodies.
Aptitudes	<ul style="list-style-type: none"> • Ability to demonstrate knowledge and understanding of working in areas of deprivation. • Ability to engage effectively with a range of stakeholders, for example community, statutory agencies and housing associations. • Well-developed leadership and management qualities. • Ability to use own initiative but can also work well in a team. 	
IT Skills	<ul style="list-style-type: none"> • Experience in the use of Microsoft Office and competent in the use of Word, Excel as well as use of email and internet. 	<ul style="list-style-type: none"> • Knowledge and experience of how to write evaluation and monitoring reports to funding bodies
Communication Skills	<ul style="list-style-type: none"> • Ability to motivate and encourage others. • Ability and experience in preparing, writing and presenting reports and strategies 	<ul style="list-style-type: none"> • Excellent presentation skills • Ability to present information to different audiences effectively.
Other	<ul style="list-style-type: none"> • Ability to work evenings and weekends as required to meet the demands of the job. 	

	<ul style="list-style-type: none">• Ability to travel to meet the demands of the job.	
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The duties and responsibilities outlined in this job description are not exhaustive and may be subject to change to meet the evolving needs of the organisation. The postholder may be required to undertake additional tasks that are consistent with the nature of the role. Flexibility and a willingness to adapt to changing priorities are essential. This is subject to change at the sole discretion of the organisation.