

# Enabler Hub Coordinator

## Job Description



**Leeds Community Homes**

**Job Advertisement Date: 05/04/23**

**Application Closing Date: 23/04/23**

**Role:** Hub Coordinator

**Hours Contracted:** 3 Days per week, with the potential to expand to FT.

**Line Manager:** Jimm Reed (LCH Director)

**Primary Point of Contact for:** Groups, clients, associates, membership bodies, certifying bodies

**Salary:** £28,000-32,000\* FTE (Pro Rata) \*depending on experience and skills

**Term:** Initially a fixed term 12 month contract, with the possibility of extending further

**Location:** Remote home working permitted, 1+ day minimum per week in office (central Leeds). Central Leeds will be considered your place of employment.

**Days/hours of Work:** Flexible, with a firm office day. Occasional weekend and evening work may be required for events, group interaction.

**Holiday:** 18 days per annum plus bank holidays pro rata, increasing by a day a year to a maximum of 25 days (pro rata)

**Travel and Car Use:** Driving licence and access to a vehicle will be advantageous. The role may occasionally require attendance at events or site visits. Travel expenses will be payable for events outside of Central Leeds.

### **Background:**

At **Leeds Community Homes** (LCH) we aim to create and enable community-led homes, that are newly built or brought back into use by local people. Community led housing is a growing movement of people taking action and managing housing projects that build decent and affordable homes. Via our subsidiary **People Powered Homes** (PPH), we are the Community-Led Housing Enabler Hub for the region, and we work to

help groups that want to start schemes to develop new schemes ourselves and to work with others like Councils, landowners and developers to make it easier for community led housing to happen.

Leeds Community Homes are looking for an enthusiastic and efficient Hub Coordinator to join our small staff team, and to work alongside our LCH Director.

**Purpose of role:**

To coordinate and lead the running of the Community Led Housing Enabling service provided by People Powered Homes; to work side by side with the LCH Director to ensure the delivery of the LCH Business plan.

**Prospects:**

The role will suit an energetic personality who is well organised and self-motivated to be able to manage a variety of responsibilities and priorities. The role will be supported by The LCH Director but the candidate must be able to work independently.

The role has the possibility to develop and grow along with the growth of our business and there will be opportunities to develop and learn new skills.

**Main Duties and Responsibilities:**

**Hub Coordination**

Main point of contact for enquiries and liaison around the Hub and its services to groups

- Update and maintain status list of current groups and clients, including key information on the group, key contacts, stage, type, numbers etc
- Ensure contracts with clients are in place and up to date. Maintain register of current contract commitments
- Monitor and report on financial components of contract commitments with clients. Eg contracted fees, invoiced, due; internal fees and associate costs etc; any monies held on account; grants held in relation; etc
- Ensure associate contracts are up to date and monitor invoices against contracts.
- Maintain and expand the bank of Associates. Ensure Associate qualifications and insurances etc are maintained and up to date.
- Act as contact for group/ clients:
  - Deal with enquiries and initial contacts
  - Prepare service proposals (with support from LCH Director)

- Allocate resources to carry out agreed services (associates or internal staff)
- Monitor our service provision to groups and clients
- Oversee feedback review process- including reporting
- Work as required toward the outcome of any specific funding or grants, including reporting as required.

### **Self- & Custom- build List**

LCH is provisionally taking on the responsibility for the LCC self and custom build register. This role will have primary responsibility for overseeing the duties required to maintain and report on the list and to generate leads and opportunities as applicable.

### **Growing the Sector and our role**

- Generate and follow leads for new groups particularly within the region
- With the LCH Director, build contacts and working relationships with local authorities, Combined Authority and neighbouring hubs in order to generate business leads, and develop opportunities, and promote CLH in all forms.
- Maintain a network of contact with the national sector bodies, other hubs and others as appropriate. Attend events where appropriate as a representative of the hub.

### **Governance**

- Review LCH's Group policies for applicability to People Powered Homes (PPH); support LCH Director and the Governance Group in maintaining and updating policies and procedures.
- Ensure staff, associates and clients are aware of key LCH policies; particularly Health & Safety, Safe Working, Equal Opportunities and safeguarding.
- Review PPH's responsibilities under GDPR and ensure records held are in line with good practice and legislation.
- Update and maintain a Risk Register for PPH.
- Working with the Board & secretary of PPH, ensure annual returns, companies house updates and other regulatory requirements are met.
- Maintain a register of contracts for PPH.
- Take formal minutes of meetings.

### **Public & Group Relations**

Using a combination of media, develop and strengthen our network of groups and clients and promote CLH and our work.

- With support from our Marketing and Comms officer, develop and publish material (including PPH website, facebook, twitter).
- Support the marketing and comms officer to generate material for our newsletter.
- In coordination with the above, organise and run in-person and online events to promote peer learning, network building and generation of new business.

### **General Administration:**

Including general office support; dealing with enquiries; maintaining database of contacts; maintaining subscriptions; overseeing google drive.

### **HR:**

- Keeping track of, creating and coordinating staff and associate contracts.

### **Finance:**

- Liaising with accountants re. PPH and project related finance records on our bookkeeping software.
- Paying invoices, salaries on HMRC RTI system and bank and set up of payment of NI and taxes.
- Generate invoices as required for services.
- Prepare financial reports for colleagues, board, and funders.
- Diarise funding and finance deadlines and ensure these are met eg annual returns, insurance renewals, subscriptions etc.
- Helping to write funding reports to grant providers and liaising with them re. the receipt of grant monies.

- Managing the bookkeeping for PPH and working on various bookkeeping tasks alongside the accountants for LCH's finance.
- Managing the finances held on behalf of community-led housing groups; tracking expenditure, making payments and ensuring all payments are in line with grant conditions.
- Any other financial administration tasks as required.

### **Board support**

- Preparing & presenting regular report for the PPH Board.
- Preparing Hub report as part of the LCH Main Board.
- Taking minutes at board meetings.

### **Other**

- Plus other tasks as required to deliver the service and support the organisation

### **Skills you will need (For further details, please refer to the person specification).**

- Organisation: disciplined, reliable, undertaking scheduling, liaising with colleagues.
- Technology: proficiency in using a range of software/apps, including word processors, spreadsheets, databases, email, calendars and bookkeeping systems.
- Communication: excellent written and verbal language skills, professional and friendly, good customer service.
- Time management: punctual and productive. Self motivated, open to feedback.
- Problem solving: flexible and creative, teamwork to find solutions.
- Planning: prioritising, project management awareness, attention to detail.
- Learning: enjoyment of improvement, willingness to undertake training.
- Policy: abiding by existing LCH policies, the law, sector good practice. Develop and review policies as required.

- Ethics: an understanding of and harmony with the values of the organisation.  
Integrity and trustworthiness.

**How to Apply:**

To apply for this role, please provide the following and email them to [info@leedscommunityhomes.org.uk](mailto:info@leedscommunityhomes.org.uk)

- An up to date CV
- A covering letter detailing your experience relevant to the role and why you feel you would be a suitable candidate.