

Safer Renting Project Manager (Communities and Research) - Recruitment Pack

Closing date for applications: Sunday January 14th 2024

Contents

1. Welcome from the Chief Executive
2. Service Overview
3. Job Description and Person Specification for the Post
4. How to Apply



Welcome

I am delighted that you are considering joining our Cambridge House team. This recruitment pack includes information about our organisation and this role that I hope you will find useful.

With a dedicated and innovative team, tackling poverty, social inequity and social injustice has been our mission at Cambridge House since 1889. We work to tackle social exclusion and enable people to transition out of crisis and progress towards independence.

Our vision is of a society without poverty where all people are valued, treated equally and lead fulfilling and productive lives. Our activities are split into two areas - frontline services to support people to stabilise their lives and progress; and a research and knowledge exchange to support the development of the most effective social policy and practice.

Law Centre

Free, independent, and expert legal services in housing, employment, discrimination and welfare benefits law alongside crisis mitigation support.

Independent Advocacy

Statutory Care Act, Mental Health Act and Mental Capacity Act advocacy for adults and children.

Safer Renting

Specialist advice, support, and advocacy for vulnerable private rented sector tenants affected by criminal landlords.

Youth Empowerment

Investing in young people so they thrive as adults.

Disabled Peoples' Empowerment

Supporting disabled children and adults to take control of their own lives and futures.

Research and knowledge exchange

Activities that capture local knowledge, insights and lived experience of 'what works' to develop innovative solutions to poverty, social inequity, and social injustice.

We value diversity and warmly welcome applications from disabled people, the LGBTQ+ communities, people from Black, Asian, and ethnic minority backgrounds and candidates who shared lived experience with our service users.

If you would like to be part of this very special organisation and believe that you can contribute to our mission, we welcome an application from you. For more information about us, please visit our website www.ch1889.org.

Yours sincerely



Karin Woodley CBE
Chief Executive

Our Safer Renting Service

Our Mission and Values

Safer Renting fights to strengthen the rights and provide access to justice for people exploited by criminal landlords. We aim to make private renting safe for all.

Context /Background

The Private Rented Sector (PRS) accounts for 27% of all households in London (2019), the highest share since the 1970s and a higher proportion than households in social housing (23% in 2019). Affordability of private renting has deteriorated sharply as has the quality and standards of rented spaces. The average space per person in the PRS has dropped from 31m² to 25m² in 2019.

The PRS reflects the massive inequalities in London's distribution of income and wealth. A small minority of renters enjoy new luxury developments while large numbers of low-income households pay high rents for sub-standard housing. This end of the market has some of the worst conditions in London with severe overcrowding and insecure or no tenancies with often inadequate and shared essential amenities. Landlords exploit the desperation of renters, often splitting family homes into houses in multiple occupation without even meeting the legal required standards.

The PRS market is rife with illegal eviction and our research shows that homelessness has risen by 40%.

The government's 2016 manifesto pledged reform, with the promise of a Renters' Reform Bill. It specifically promised abolition of Section 21, so-called 'no fault' evictions but progress has been extremely slow.

Our Approach

Safer Renting is at the frontline of combating this illegal behaviour by working closely with local authorities, statutory bodies, charitable funders and academic institutions to:

- Support and advocate for tenants in the 'shadow' private rented sector
- Produce awarding winning research to influence government and social policy
- Provide training and forums for other professionals on best practice

During a turbulent period for the charitable sector, Safer Renting has attracted unprecedented external funding and support from a diverse range charitable funders and new partnerships who understand the current challenges and think Safer Renting is best placed to combat them.

We now need a range of committed and motivated individuals to continue delivering our mission.

Job Description

Job title:	Project Manager (Communities and Research)
Reports to:	Head of Service
Responsible for:	Posts allocated to the role
Contract:	Permanent
Location:	Cambridge House offices
Salary:	£30,000 per annum
Working hours:	35 (FT) hours per week (Monday to Friday)
Holiday:	30 days per annum
Special conditions:	<ul style="list-style-type: none">- Enhanced DBS check- Flexible remote and office working arrangements by agreement- Occasional evening and weekend work

Job Purpose

As a member of Cambridge House's Safer Renting Team, led by the Head of Service, this role is to:

- i) Prepare and manage delivery of a programme of diverse research and development project plans
- ii) Assign project work to self and others according to capacity
- iii) Supervise a project officer and oversee a small team of contracted part-time research officers
- iv) Keep up to date with policy developments and media coverage relating to the private rented sector
- v) Cultivate positive partnerships and knowledge sharing with relevant campaigning, lobbying and research bodies to collaborate on advancing the Safer Renting mission
- vi) Be responsible for regular progress reporting to the management team and external partners

Key Duties

1. Project Management

- a) Prepare and agree the annual programme of projects, including SMART objectives
- b) Develop and keep up-to-date SMART project plans with project officers, management team and, where appropriate, external stakeholders including satisfying reporting requirements to funders
- c) Prepare risk assessments and risk mitigation plans for all projects
- d) Keep project plans updated, undertaking regular gap analysis
- e) Provide regular progress reports on an agreed cycle to Head of Service and management team
- f) Ensure compliance with Cambridge House's data and knowledge management processes and procedures; team data recording and quality assurance processes; and AQS accreditation requirements

2. Publish and promote research reports

- a) Prepare reports on finalised projects for publication
- b) Organise public round tables and events to share our work in line with the Safer Renting Communications plan

3. Supervise and motivate the Project Team

- a) Supervise and performance manage direct reports in compliance with Cambridge House's HR policies
- b) Taking responsibility for maintaining agreed cycle of project meeting, agendas and minutes.
- c) Liaise with management team to ensure project officers have manageable workloads
- d) Undertake periodic reviews including identifying cross-cutting learning, to share good practice across related initiatives and core operational programme

4. Stakeholder Management

- a) Administer a range of informal partnership oversight boards where applicable, managing their agenda and action points
- b) Prepare progress reports for funders and other partnership institutions where applicable

General Responsibilities

1. To keep abreast of the overall work of Cambridge House.
2. To be self-servicing and competent in the use of IT software.
3. To participate in regular supervisions and an annual appraisal, and to be committed to one's own professional development.
4. To participate in internal/external meetings as required, to attend conferences and other functions, and to contribute to general management decision making as necessary.
5. To comply with all of Cambridge House's corporate policies and procedures.
6. To carry out any other duties commensurate with the role.
7. To work occasional unsociable hours (evenings and weekends).
8. Travel across, and on occasions, outside of London.

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It will be subject to periodic revision as the emphasis on and ways of working within the role changes.

Person Specification

Criteria	Essential	Desirable
Qualifications and training	Post-graduate degree in a relevant subject	Post graduate research experience in a relevant subject or equivalent research work experience
Knowledge and experience	<ol style="list-style-type: none"> 1. Knowledge of the legislative framework for landlord/tenant and housing law. 2. Knowledge of qualitative and quantitative academic research methods and statistics. 3. Prince2 or equivalent project management methodology. 4. Staff supervision. 5. Excellent working knowledge and comprehension of written English, including grammar, copy writing and editing. 6. Proficiency in use of Microsoft Office including Excel and Word. 7. Experience of successfully completing tasks in a fast-paced environment and to deadlines. 8. Experience of working pro-actively and with minimal instruction. 9. Experience of working with confidential data. 	<ol style="list-style-type: none"> 1. Experience of Private Tenants Rights Advice and Advocacy for a minimum of 2 years 2. Working in a charity/not for profit organisation 3. Understanding of the inclusion agenda and its relevance within a diverse society 4. Working in a small team 5. Budget management
Skills, abilities, and competencies	<ol style="list-style-type: none"> 1. Excellent organisational and administrative skills. 2. Ability to motivate and influence stakeholders both internal and external to achieve objectives. 3. Ability to react appropriately to short and long-term issues and to be decisive. 4. Ability to prioritise conflicting tasks and manage a challenging workload. 5. Confident and adept communicator with public speaking experience, strong interpersonal and presentation skills. 6. Ability to work flexible hours, including evenings and weekends. 7. Experience of research report-writing (Masters or above) 	<ol style="list-style-type: none"> 1. Additional languages 2. Use of project management software
Personal Attributes	<ol style="list-style-type: none"> 1. Honesty, reliability, and excellent timekeeping. 2. Loyalty and a commitment to Cambridge House's work. 3. Positive, enthusiastic, and friendly attitude. 4. Problem solving and 'can-do' approach. 5. Listening skills. 6. Flexible, motivated, and adaptable to change. 7. Discretion. 8. Customer-focused. 9. Inclusive team-player. 	

How to Apply

1. Please provide:
 - a) An evidenced-focused **Supporting Statement** of no more than two sides of A4 explaining why this appointment interests you and how you meet the essential criteria in the person specification.
 - b) Your **Curriculum Vitae** with your:
 - i) Full address, email, mobile, work and home telephone numbers.
 - ii) Education and professional qualifications.
 - iii) Full employment history and details of your latest salary and your notice period.
 - c) The names, positions, organisations, and contact details of **two referees**. These referees must include employers and/or academic supervisors covering the last five years. References will only be taken once your express permission has been granted.
2. A completed **Diversity Monitoring Form**

The form will not be treated as part of your application and the information you provide will be treated as confidential and used for statistical purposes only.
3. A completed **Criminal Records Declaration Form**

The post you are applying for is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared on Cambridge House's Criminal Record Declaration Form and submitted with your application.
4. As a Disability Confident employer, we will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria for the job as defined by the person specification. If you have a disability or long-term condition (such as dyslexia, diabetes, arthritis, a heart condition or mental health condition) and want to apply under the Disability Confident Scheme please let us know in the email to which you attach your CV, supporting statement and Equal Opportunities Monitoring Form. If you are invited to interview and require adjustments, don't worry, we will ask you about this within your invitation to interview.

Recruitment Timetable	
Closing Date for applications	23:59 hours on Sunday 14th January 2024
Interviews	Week commencing 22 January 2024
The interview dates may change but we will advise you in advance.	
Successful applicants will be asked to take up their appointments as soon as possible.	

Please email completed applications by midnight on 14 01 2024 to: recruitment@ch1889.org

All applications **MUST** include the following:

1. Supporting Statement
2. CV
3. Contact details of 2 professional and/or academic referees
4. Diversity Monitoring Form
5. Criminal Records Declaration Form

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion.

Please note that we only provide feedback to shortlisted candidates.