

RIGHT TO BUILD TASK FORCE MANAGER

The National Custom and Self Build Association (NaCSBA) is recruiting an experienced person to take up the role of **Right to Build Task Force Manager**.

Location: Home-based with occasional travel to events and meet customers across the UK (reasonable expenses will be met)

Salary: We have a budget of £35,000 plus on-costs. We are open minded whether this is for a full or part time post, depending on experience.

About Us: The Right to Build Task Force was set up in February 2017 by NaCSBA with funding from The Nationwide Foundation to create a UK-wide panel of Experts. Its objective is to support the delivery of the 'Right to Build' by supporting local authorities, community groups and other housing providers to bring forward more affordable Custom and Self Build housing opportunities.

Under the "Right to Build" all English Local Authorities are required by law to operate a register of people who want to build their own homes and consent enough serviced building plots in line with that demand on a rolling basis. NaCSBA's aspiration is that Scotland, Wales and Northern Ireland will also establish a Right to Build.

The Task Force is endorsed by the Government in its White Paper *Fixing our broken housing market* and is supported by several partners including World Habitat, Local Government Association, National Housing Federation, Royal Institution of Chartered Surveyors and Royal Town Planning Institute.

You can find out more about the Right to Build Task Force and its work here: <http://righttobuildtoolkit.org.uk/right-to-build-task-force/#>

NaCSBA is a not for profit network of companies and individuals with the common aim of proving that Custom and Self Build housing can make a significant contribution to home building in the UK. NaCSBA's objective is to make affordable, high quality, individually designed, sustainable homes an option for the many, not just the few.

About the role: You will work closely with the Task Force Director to manage the day-to-day operation of the Task Force. A central part of this role will involve co-ordinating a panel of up to 20 Experts and setting-up, managing and evaluating projects undertaken by the Task Force for organisations it supports. There may also be the opportunity to get involved in giving advice to organisations, depending on experience.

You will lead the Task Force's marketing work by taking forward an ambitious Communications Strategy and manage the day-to-day contact with NaCSBA's Finance Director to ensure invoices and expenses claims are managed in a timely way. You will also work closely with the Director to ensure the Nationwide



Foundation's funding requirements are met and to help identify and secure other funding sources.

A job description for the role is appended.

About you: You will be a strong self-starter and networker with proven project management experience that has expertise in marketing and well-developed stakeholder management and engagement skills. You will be able to communicate in a persuasive and influential manner and prepare clear and concise documentation. You will also bring strong problem-solving skills and an attention to detail.

The ideal candidate will have an understanding of Custom and Self Build housing development and a background in governance and management of panels of enablers or consultants.

The Right to Build Task Force Manager offers an excellent leadership opportunity and the ability to be part of a high profile, fast moving and evolving national organisation. In return, you'll benefit from being part of a great network of professionals from the public and private sector and an organisation that supports its staff and is genuinely committed to helping people expand their experience.

Apply

If you feel you have the skills and experience to excel in this exciting position, please submit your expression of interest in the form of CV accompanied by a personal statement (not exceeding 2 pages of A4) which demonstrates why you think you are the right person for the job to: taskforce@nacsba.org.uk

For an informal discussion, please call Mario Wolf, Right to Build Task Force Director on 07709 230527

Expressions of interest should be received no later than 15 December 2018.



Job description

ROLE TITLE: Right to Build Taskforce Manager

RESPONSIBLE TO: Right to Build Task Force Director

LINE MANAGED BY: Right to Build Task Force Director

LINE MANAGES: No specific responsibilities

ALSO WORK WITH: NaCSBA Communication Manager
NaCSBA Finance Director

LOCATION: Based at home but working across the UK to deliver the role

WORKING HOURS: 3 days per week. Working hours will vary to reflect the needs of the role

DURATION: Start in January 2018 with a rolling annual contract

MAIN PURPOSE OF ROLE

- Support the Task Force Director and manage day-to-day operation of the Task Force, focussing in particular:
 - To ensure the smooth matching of requests for support from organisations to Task Force Experts, briefing Experts and ensuring lessons learned from supported projects are captured and shared via the Right to Build Toolkit;
 - To ensure effective governance.

RESPONSIBILITIES

1. Co-ordination of Experts

- Work with Task Force Director to ensure requests for support from organisations is matched to selected and available Task Force Experts
- Gather feedback from Task Force Experts when supported projects are completed
- Co-ordinate training events and meetings with Task Force Experts (including any papers for such meetings)
- Schedule meetings with Task Force Experts and supported organisations where the Director is involved



- Maintain oversight of engagement of Task Force Experts with the supported organisation and seek Director sign-off of advice prior to submission of material to the supported organisation

2. Governance

- Arrange quarterly Task Force Board meetings and periodic Board task-and-finish meetings
- Maintain a tracker of supported projects and enquiries received by the Task Force on a monthly basis and keep the Task Force Risk Register under regular review so that the Director can keep the Board and the Nationwide Foundation informed of Task Force progress
- Manage timely submission of papers to the Board in discussion with the Director and Board Chair
- Establish and manage a Dropbox filing system for all Task Force Board papers, supported projects and enquiries received, including papers from Task Force Experts (ensuring confidentiality is maintained)
- Prepare minutes of meetings with Board, Ambassadors and any sub-groups/task-and-finish meetings attended by the Director and ensure these are filed and accessible

3. Quality of service and evaluation

- Send out and manage timely receipt of Expressions of Interest forms to/from prospective supported organisations and Task Force Experts
- Prepare and submit Project Proposals to supported organisations in discussion with Director (ensuring Proposals are sent within 10 working days of receipt of Expressions of Interest and Enquiries received are acknowledged within 3 working days of receipt)
- Prepare project-specific work plans in discussion with the Director and assemble background information on the supported organisation for each project file
- Close projects on completion and follow-up at regular intervals to ascertain if further support is needed
- Support the Director in the preparation of a Task Force Expert training manual (to be agreed with the Board, including sending policy updates to Experts when national legislation/policy changes are made, when required)
- Assimilate lessons learned from projects and share with Task Force Experts
- Keep skill sets of Experts under review to ensure they meet the needs of the projects the Task Force are supporting
- Prepare and keep under review legal contracts for Experts and engage with lawyers when new contracts need to be issued, in discussion with the Director



- Maintain schedule of supported projects and how these relate to agreed KPIs so progress can be regularly reported to the Board and made public in a timely fashion

4. Marketing

- Proactively engage with NaCSBA's Communication Manager to maintain oversight of implementation of an agreed Task Force Communications Strategy
- Prepare short case study information on completed projects in discussion with Director which can be placed on the Right to Build Toolkit by NaCSBA's Communication Manager to maximise the benefits of the Task Force's work for customers and wider stakeholders
- Follow-up enquiries and identify new prospective organisations needing support from the Task Force, where opportunities arise
- Engage with NaCSBA's Communication Manager to ensure suitable speakers are identified, secured and briefed for regional Right to Build Expo events, working with the Director as necessary

5. Finance and Legacy Strategy

- Maintain day-to-day contact with NaCSBA's Finance Director to ensure invoices are sent out on time to supported organisations
- Engage with Task Force Experts to ensure expenses claims are authorised by the Director and processed on time
- Support the Director to keep the Task Force Legacy Strategy up to date in response to feedback from the Board

6. Director support

- Make travel arrangements and diarise meetings for the Director, where needed

