



Manager of the new Cameron Charitable Trust Housing Association / Registered Provider.

“Let for Life.”

The Cameron Charitable Trust will work nationally in the UK to bring together people, funds, investors and organisations that can create, promote or provide affordable, quality housing for people with disabilities. It will work with private investors, landlords, philanthropists and the charitable and business communities to dramatically change the face of housing provision for people with learning, sensory and physical disabilities in the UK.

The Cameron Charitable Trust is setting up a Housing Association, “Let for Life” to be registered later in the year as a Registered Provider (RP) of housing with the Homes and Communities Agencies. Let for Life will operate to lease property from the various housing sectors to people with disabilities and to purchase and manage property for investors who wish to buy to let to this group of people.

The offices are based near Wilmslow train station with excellent commuting ability to London and other major cities.

You ideally will have 5 years’ experience in the supported housing sector with the ability to set up and maintain appropriate office systems, including rent and maintenance systems and to create and market new investment products in the private, voluntary and statutory sector.

Training will be given, where appropriate, if you are outstanding in several of the areas required.

We are looking for excellent customer services skills. A good working knowledge of landlord and tenant law and welfare benefits is required for this post.

Above you must have a person centered approach to services and be passionate about the equal rights of individuals with disabilities to have their own home with support.

Let for Life needs a highly motivated, genuinely flexible hard-working individual with experience of working within third-sector organisations, private sector and statutory services. A working knowledge of person centered planning is essential and we will be expecting to see examples of where you have already made a difference to people with disabilities in your work.

Your reward will be an excellent new job in an exciting new venture and an opportunity to add value and expand the provision of housing in the UK for all people with disabilities including older people over time.

Salary £40,000 plus car allowance and travel allowance

Personal Pension scheme / Free car parking/Accessible offices

The Cameron Trust recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.



Essential skills

We want someone with a person centered approach who is used to working with people with disabilities.

A good personality, great interpersonal skills and be engaging and passionate about equality rights for people with disabilities.

Able to work under pressure and be a good communicator.

A good negotiator and problem solver.

Well versed in welfare benefits and housing (landlord and tenant law.)

A good working knowledge of housing practice in the statutory housing, private and voluntary sector.

Good financial skills, a good knowledge of commercial and business principles and be able to manage budgets effectively.

Professional attitude, positive mindset and solid work-ethic.

5 years' experience in a management or a senior officer position with staff and project management skills.

Excellent administration and IT skills.

Highly desirable

Flexible, willing and able to travel as this post will be an evolving post within the Association and expanding nationally.

A car driver would be desirable

It would be very helpful if you have marketing ability

Competent at changing the way things work for the better in their career.

A competent writer with good research and analytical skills would be great.

A business opportunist who understands also about revenue generation with some experience of fundraising would be an asset.



What you will be doing

1. We want you to be an effective leader with a truly person centered approach keen to see good quality housing and tenancy arrangements for people with disabilities.
2. You will be based for up to 36 hours a week at Wilmslow Head Office managing and directing the new Housing Association, Let for Life.
3. We expect you to respond and work flexibly in terms of times, location and hours worked to ensure the effective launch of a new housing association and its setting up and management.
4. You will be running a new and exciting venture that will help to transform the housing for people with disabilities in the UK.
5. You will manage the work of housing officers, locally based housing support officers, the on call service, finance and administration staff and report to the Board of Directors of the Housing Association. You will arrange all matters in relation to recruitment, authorisation of time sheets and expenses, staff payroll, payment of expenses, petty cash and pension schemes in liaison with the Cameron Charitable Trust Finance Manager.
6. You will be expected to meet the regulatory requirements for the Charity Commission and Homes and Communities Agencies and Companies House and act as Company Secretary for the Association. You will ensure continuing financial viability and governance of the Association. You will ensure all financial returns are kept and tenancy information in an appropriate format for information, audit and data protection purposes.
7. Your post is responsible for high quality customer services for all visitors and enquirers to the Housing Association. You are responsible overall for the health and safety of all personnel, and the security and safety for the premises that you occupy. You will be responsible for setting up office procedures to ensure compliance with all regulatory processes for human, physical and financial resources.
8. You will need to be competent at drawing up and taking on leases from the various sources and housing sectors, sign up leases, purchase property for the buy to let model, risk assess the leases and subsequent lettings to tenants.
9. You will need to set up appropriate rent scales/safeguards to meet the rental income requirements to cover the lease costs.
10. You must ensure that all welfare benefits, in particular housing benefit claims, are submitted on time and effectively and the progress is monitored dealing with any queries immediately to ensure avoidance of any cash flow issues.
11. We expect you to deal with any tenancy set ups and issues effectively. You will be liaising with investors and landlords wishing to set up business arrangements with the Association.
12. You will set up and maintain a local 24 hour/ 7 call out process and have effective property management services in situ nationally using the most efficient and person centred local services.
13. It will be very important to ensure that any provider services are effectively inducted into the work of the Association and monitored using the Real Tenancy Test standards.
14. Part of your work will be to liaise with other providers of housing, housing and support alliance and website operators to ensure a streamlined approach to the creation, marketing and delivery of housing for the Association and nationally.