

Job Description: Rural Housing Enabler (Tewkesbury)

Salary scale:	£30 - £35k per annum (pro rata), dependent on experience
Contract:	2-year fixed-term contract, with a possibility of extension
Hours:	Part-time - 4 days or 28.8hrs per week, to be worked flexibly
Annual leave:	25 days per year + bank holidays (pro rata)
Time off in lieu:	Equivalent time off is given in lieu of any directed evening or weekend work.
Pension:	The post is pensionable, to which GRCC contributes 7.125%
Location:	Based at Community House, 15 College Green, Gloucester GL1 2LZ. The post holder will be required to travel to meetings countywide
Responsible to:	Head of Operations and Business Development
Other information:	
CLOSING DATE:	9.00a.m., Monday, 27 October 2025
INTERVIEW DATES:	Thursday, 13 November 2025

About the role

The successful candidate will need to work across Tewkesbury Borough, with a range of partners, identifying and assessing Affordable Housing need. The role would suit an experienced Housing Enabler or planning professional to develop their understanding of Affordable Housing development.

Main Tasks

- Work as a neutral, independent partner to encourage and assist Parish Councils and communities, providing options and choices for how communities can address their Affordable Housing needs, including taking a Community Led approach.
- Identify housing need using different methods – including geography-based Housing Needs Surveys for Affordable and Community Led Housing provision, interpret the results, write reports, and share these with the appropriate communities and partners.
- Support rural Affordable Housing projects through direct 1-2-1 support and partnership working
- Source suitable sites for development, engage landowners (including Rural Exception Sites).

- Provide an initial site assessment for affordable housing projects for Local Authority planning officers
- Undertake community consultation on sites necessary to help bring projects forward.
- identify, engage with and work in partnership with Registered Providers and other developers for affordable housing delivery as sites are identified
- Act as a broker / single point of contact for the progression of projects between communities, Parish / Town Councils, landowners, and Gloucestershire Rural Housing Partnership (GRHP) partners including registered providers.
- Provide feedback and commentary on any Affordable Housing planning applications to local Planning Officers including Section 106 agreements.
- Provide regular pipeline monitoring reports, aligned to funding requirements, and as required by the Rural Housing Partnership or RHE Steering / Advisory Group to inform prioritisation of RHE activity.
- Raise the profile of Affordable Housing to those in housing need through direct community engagement, elected members and other partners.
- Work closely with Local Planning Authority and Local Housing Authority officers to develop planning policy and strategies, overcoming barriers to enable the delivering of rural Affordable Housing.
- Enable the voice and engagement of those in Affordable Housing Need to be participative in the planning system and process.
- Be an independent facilitator at networks and community consultation events, delivering presentations, workshops, training, and learning for communities and other RHE delivery partners.
- Contribute to and attend meetings of Gloucestershire Rural Housing Partnership.
- Link into and support Community Led Planning
- Engage with key strategic bodies in Gloucestershire who also have Affordable Housing as part of their work plan and strategy development, such as health and wellbeing partners.
- Work strategically, engaging with other Affordable Housing delivery partners such as Homes England, Ministry Housing, Communities and Local Government, land owners, private developers, and urban Housing Associations, elected members, and economic partners to promote the hub for Affordable Housing.
- As RHE (TBC), contribute to the monitoring and evaluation of the progress of Rural Housing Enabling in Gloucestershire.
- Identify and engage volunteer 'Affordable Housing Champions' in the Borough.

Person Specification: Rural Housing Enabler (Tewkesbury)

Qualifications

Essential:

- Educated to degree level or equivalent – relevant planning or housing qualification

Desirable:

- Community Led Housing accreditation

Experience

Essential:

- Experience in planning and/ or affordable housing role
- Worked with local planning authorities and registered providers
- Managing collation, dissemination and updating of information

Desirable:

- Project Management knowledge, experience, and skills
- Experience in content of Affordable Housing planning applications and Section 106 agreements
- Working at a strategic level and influencing policy development
- Conducting community engagement at neighbourhood level, community based direct consultation with groups and communities
- Working with a Community-Led project
- Experience of the Voluntary & Community Sector
- Marketing and publicity

Knowledge and Skills

Essential:

- Excellent communication skills
- Excellent presentation and facilitation skills
- Excellent organisational skills
- Excellent time management
- Understanding of planning policy and affordable housing delivery
- Understanding of community issues and dynamics
- High level of literacy
- Good IT skills including word processing and spreadsheet functions

Desirable:

- Understanding of how Affordable Housing is funded and delivered, ideally in a rural context
- Understanding of regional and national housing policy
- Knowledge of consultation and evaluation techniques in an urban context or parish council engagement
- Understanding of the Localism Act, community rights, and neighbourhood planning

Personal qualities

Essential:

- Business-minded
- Confident and proactive
- Excellent interpersonal skills
- Personable
- Diplomatic and patient
- Able to take the initiative and work independently, turning ideas into action
- Able to manage heavy workload and work well under pressure
- Flexible with a 'can do' attitude
- Team worker

Values

Essential:

- Commitment to the delivery of rural Affordable Housing
- Commitment to the needs of communities in Gloucestershire

Other

- Willingness to work flexible hours to attend evening and weekend meetings as required
- Full, clean driving licence and access to a car

About GRCC

GRCC is a charitable company with a 100-year history and an exciting future. The need for community-based initiatives to increase their resilience is growing, and GRCC aspires to be at the heart of innovations combining public, private and voluntary, community and social enterprise organisations.

We are an organisation with an appetite for change – both around us, and within our team – and we are looking for a new colleague with that entrepreneurial, can-do attitude to play an active role in that journey.