

Job Description: Rural Affordable Housing Enabler

Salary scale:	£30-35k, depending on experience (pro rata if applicable)
Contract:	2-year fixed-term contract, with possibility of extension
Hours:	Full-time – 36 hours per week (would consider 4 days / 28.8hrs per week)
Annual leave:	25 days per year + bank holidays (pro rata if applicable)
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 across Tewkesbury Borough
Responsible to:	Head of Operations and Business Development
Closing date:	10.00a.m. on Monday, 16 March 2026
Interview dates:	Wednesday, 1 April 2026

Responsibilities

The successful candidate will need to work with a range of partners, identifying and assessing rural Affordable Housing need.

Main activities and responsibilities

- To work with partners and communities to promote and achieve sustainable Affordable Housing to meet local housing need
- Work as a neutral, independent partner, to encourage and assist Parish / Town Councils, connecting to and working with the wider community, groups and organisations providing options and choices for how they can address their Affordable Housing needs including taking a Community Led approach
- To initiate 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
- Undertake and manage a programme of Housing Needs Surveys
- Source suitable sites for development, engage landowners (including Rural Exception sites) and compile a register of land

- Undertake community consultation on sites necessary to help bring projects forward
- Act as a broker / single point of contact for the progression of projects between communities, Parish / Town Councils, landowners, and GRHP partners
- Provide regular pipeline monitoring reports, aligned to funding requirements, and as required by the Gloucestershire Rural Housing Partnership (GRHP) or RHE Steering / Advisory group to inform prioritisation of (Rural Housing Enabling (RHE) activity
- Raise the profile of Affordable Housing to those in housing need
- Work closely with Local Planning Authority and Local Housing Authority officers to develop policy and strategies and share practical initiatives and good practice to support the delivery 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
- Deliver presentations, workshops, training and learning for communities and other RHE delivery partners
- Raise awareness of rural Affordable Housing issues by providing information, advice and attending / holding seminars
- Contribute to and attend meetings of Gloucestershire Rural Housing Partnership
- Link into and support Community Led Planning, to support planning policies which support Affordable Housing and the identification of / site appraisal
- 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 land owners, private developers, and urban Housing Associations, elected members and economic partners to promote the hub for Affordable Housing
- Monitor and evaluate the progress of Rural Housing Enabling in Gloucestershire
- Identify and engage volunteer 'Affordable Housing Champions'

Other responsibilities

- To be an active member of the Affordable Housing Team and share knowledge and information with colleagues
- To work with colleagues to help promote and market GRCC services
- Identify volunteer opportunities to support the delivery of GRCC services; help to recruit, train and support volunteers
- Contribute to the overall sustainability of GRCC by seeking opportunities for new projects, funding and delivery of charged for services
- To attend team meetings and other internal meetings, e.g., strategic planning

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- To keep up to date with national and local changes in legislation and practice that affect planning and affordable housing
- To monitor all work using internal IT systems, providing reports as necessary and regularly keep line manager up to date with progress through supervision and annual appraisal

Additional notes:

- This job description outlines your main tasks and responsibilities but you may be asked to undertake further duties when necessary
- Evening and weekend work will be required for this role for which equal time off in lieu under a 'TOIL' system is allowed
- You will be required to travel countywide and occasionally outside the county to deliver your work. The occasional overnight stay may be required
- Continued professional development will be delivered by learning new skills and taking on new and unfamiliar tasks
- The ability to travel independently e.g., full, clean driving licence with access to a vehicle is required

Person Specification: Rural Affordable Housing Enabler

Qualifications

Essential:

- Educated to degree level or equivalent Housing Enabling experience

Desirable:

- Relevant planning or housing qualification

Knowledge, experience and skills

Essential:

- Managing collation, dissemination, and updating of information
- Business minded
- Excellent communication skills
- Excellent presentation and facilitation skills
- Excellent organisational skills
- Excellent time management
- Understanding of community issues and dynamics
- High level of literacy
- Good IT skills including word processing and spreadsheet functions

Desirable:

- Project Management knowledge, experience and skills
- Experience in a planning or housing related field
- Understanding of how Affordable Housing is funded and delivered, ideally in a rural context
- Awareness of regional and national housing policy
- Promotion and support of community participation at local level
- Knowledge of consultation and evaluation techniques
- Experience in community / Parish Council engagement
- Understanding of the Localism Act, community rights and neighbourhood planning
- Working at a strategic level and influencing policy development
- Working with a Community-Led project
- Experience of the Voluntary and Community Sector
- Marketing and publicity

Personal qualities

Essential:

- 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.