

Job Description: Rural Affordable Housing Project Officer

Salary scale:	£30-35k per annum (pro rata), dependent on experience
Contract:	Permanent
Hours:	Part-time: 3-4 days, or maximum 28.8hrs per week, to be worked flexibly including occasional evenings
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 and occasionally outside Gloucestershire
Responsible to:	Head of Operations and Business Development
Other information:	
CLOSING DATE:	10a.m. on Friday, 27 November 2026
INTERVIEW DATES:	Monday, 7 December 2026 or Wednesday, 9 December 2026

Job Purpose

Key Responsibilities

1. Empowering communities

- Work with and support communities to explore, develop, and deliver their own affordable housing initiatives, reflecting local priorities, aspirations, and circumstances;
- Facilitate community engagement, workshops, and consultations to ensure local people have a meaningful role in shaping local affordable housing proposals;
- Encourage inclusive participation, ensuring the voices of young people, older residents, families, and people experiencing housing challenges are heard;
- Help communities understand different delivery pathways and models, including community land ownership.

2. Identifying rural housing needs and opportunities

- Help communities identify and evidence local affordable housing needs through community engagement, analysis of available data, and conducting housing needs surveys;

- Identify potential sites, buildings, and development opportunities in rural and 'rural urban' settlements, working with landowners, planning authorities, and other partners;
- Identify and prioritise projects with the greatest delivery potential;
- Explore opportunities to bring empty properties, unused buildings, and suitable land into affordable housing use.

3. Developing projects from idea to delivery

- Build collaborative partnerships with key partners to provide a clear pathway to successful planning application and delivery. Partners may include, but are not limited to, local communities, parish councils, housing association staff, officers from the Local Housing Authority and the Local Planning Authority, and local developers;
- Act as an honest broker between the different parties, providing informed and impartial advice;
- Create a supportive policy and political environment for rural affordable housing by providing advice to key stakeholders;
- Provide practical advice and guidance to communities at every stage of the housing development process;
- Source land for affordable housing development;
- Work with Local Planning Authority partners, Registered Providers, and other affordable housing delivery agents;
- Help assess outline project feasibility, including land availability, planning considerations, development costs, funding options, and long-term financial viability;
- Coordinate or support feasibility studies, business plans, development appraisals, and project proposals;
- Engage and conduct community consultations on proposed sites and outline schemes;
- Monitor project progress, identify barriers, and help develop solutions that move projects towards delivery;
- Support Neighbourhood and Community Plan groups to implement their proposals and policies for delivering rural affordable housing.

4. Building partnerships and influencing policy

- Develop effective working relationships with communities, parish and town councils, local authorities, housing associations, planning teams, community development organisations, landowners, funders, and other stakeholders;
- Act as a knowledgeable point of contact for communities seeking advice on the different pathways to enable affordable housing including a community-led approach;
- Promote the value of community-led approaches and share good practice, learning, and successful examples;

- Contribute to local and regional housing strategies, partnership forums, and initiatives addressing rural housing challenges;
- Identify emerging opportunities, funding sources, and policy developments that could benefit rural communities.

5. Monitoring impact and sharing learning

- Maintain accurate records of community enquiries, project progress, funding opportunities, and delivery of affordable housing outcomes;
- Monitor the impact of the role, including communities supported, projects developed, partner engagement, planning approved, community consultation, funding secured, and affordable homes enabled;
- Capture and share learning to improve future projects and strengthen the community-led housing sector;
- Prepare reports, case studies, and updates for partners, funders, and stakeholders.

About you – person specification

We are looking for someone who combines a strong commitment to working with communities with the practical skills to help affordable housing projects progress including taking a community-led approach.

You will be a confident relationship builder who can work collaboratively with a range of partners, including community representatives and professional partners.

You will ideally have experience in affordable housing in a rural context, understanding the challenges for delivery, community engagement, community-led housing, or a related field.

Qualifications

Essential:

- Educated to degree level or equivalent

Desirable:

- Relevant planning or housing qualification
- Community Led Housing accreditation

Experience

Essential:

- Experience in planning and / or affordable housing role
- Worked with local planning authorities and registered providers
- Ability to analyse data and translate this into reporting format
- The ability to research and identify opportunities, assess information, and help develop practical solutions
- Good organisational and project management skills, including the ability to manage several projects at different stages
- Confidence in building relationships with a wide range of stakeholders and working across organisational boundaries
- The ability to work independently, take initiative, and travel to rural communities as required
- A commitment to equality, inclusion, and meaningful community participation

Desirable:

- Experience in working and in a variety of communities
- 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 and Community Sector
- Marketing and publicity

Knowledge and Skills

Essential:

- Excellent communication skills
- Excellent presentation and facilitation skills
- Excellent organisational skills
- Excellent time management
- Excellent negotiation skills
- Understanding of planning policy and affordable housing delivery
- Understanding of community issues and dynamics
- Management of multiple projects
- 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 the Localism Act, community rights, and neighbourhood planning
- Experience of writing business cases
- Experience of site assessments and land issues

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.