



## **Housing Justice**

### **Job Description – Director Wales**

<b>Job Title:</b>	<b>Director Wales</b>
<b>Hours:</b>	35 hours per week
<b>Term:</b>	Permanent
<b>Location:</b>	South Wales with regular UK travel for meetings
<b>Reports to:</b>	Chief Executive (CEO)
<b>Salary:</b>	<b>£59,483</b>

#### **About Housing Justice**

Housing Justice is a Christian charity working to alleviate homelessness in all its forms. We work in partnership with the housing and homelessness sector, churches, community groups and both national and local government to help provide those experiencing homelessness with a safe and stable home.

Our work is channelled through four main initiatives that aim to tackle homelessness in various ways at a grassroots level: Accommodating people seeking sanctuary, Citadel, The Winter Night Shelter Network (Housing Justice England only) and Faith in Affordable Housing (FiAH).

In addition, we seek to influence and bring about change for the benefit of those we serve through partnership and networking.

Whilst Housing Justice is a Christian charity, we value differences: we are a diverse organisation, and we work with people of all faiths and none.

#### **About the role**

The role of the Director, Wales, is to lead the team and development of the work of Housing Justice throughout Wales. The Director is responsible for ensuring funding is in place to allow projects to be delivered and to develop projects in line with the strategic plan. They will work to sustain the funding of existing projects and grow the Charity's reach to meet social need and support the organisation. They will be an effective member of the Senior Management team nationally, contributing to the broader strategic work of Housing Justice.

## **Duties and responsibilities**

### **Leadership**

- Demonstrate compassionate leadership.
- Lead the work of the organisation's Welsh team, Housing Justice Cymru.
- Seek out, develop, and maintain effective working relationships with all relevant organisations and individuals to promote the charity's work and facilitate the implementation of its strategic plan.
- Lead, support and motivate all staff to commit to the charity's aims, objectives, values, and ambitions.
- Maintain a supportive environment for all staff, with attention to individual wellbeing.
- Demonstrate commitment to constant growth through team input and collaboration, with active encouragement for staff, supported people and key stakeholders.

### **Strategy**

- To have strategic and operational responsibility for the activities of Housing Justice Cymru.
- Oversight of monitoring and evaluation of current projects ensuring they are in line with the Housing Justice mission, values, and strategic direction.
- Identifying and developing innovative projects throughout Wales.
- To work with the Chief Executive and colleagues to sustain and grow existing projects in line with the Housing Justice Strategic Plan, and to develop new projects as appropriate.
- Support the development and delivery of the charity's strategic plan.
- Work with the management team to develop best-practice for the management, development and engagement of colleagues and volunteers.

### **Partnership and Business Development**

- To be the voice of Housing Justice in Wales and build effective relationships with local authorities, Welsh Government, third sector organisations, faith and community groups and the media.
- To represent Housing Justice Cymru in strategic forums and groups.
- To work closely with the CEO and senior management team to support the strategic work of Housing Justice nationally.
- Seek out, develop, and nurture beneficial partnerships with supporters, donors, other charities and all relevant authorities/organisations, including maintaining good working relations with pre-existing partnerships.

### **Operations**

- To promote Housing Justice Cymru through effective communications with the press and media (including social media).
- To guide, coordinate, and steer the activities of all Housing Justice Cymru projects including Faith in Affordable Housing.
- Responsible for supporting, empowering and enabling the Housing Justice Cymru team.
- Ensure that Housing Justice Cymru's services and projects are delivered to the highest standard with due regard for timescales, targets, and budgets.
- Be the safeguarding lead for the Housing Justice Cymru and ensure that safeguarding procedures are followed and reported correctly.

### **Financial Control**

- Set the budget for Housing Justice Cymru and ensure it is delivered accurately and on track.
- Compiling project budgets and reports to funders and to Housing Justice Trustees, including via a quarterly Board Report.

- Responsible for ensuring funding is in place for existing and new projects. To increase and secure restricted project income through voluntary trusts and foundations.

### **Governance and Compliance**

- To facilitate the Housing Justice Cymru Steering Group and ensure good governance and effectiveness.

### **Other duties**

- Ensure the implementation of all Housing Justice policies in Wales and monitor and review the quality and effectiveness of the work within the overall business plan.
- Participate in regular formal supervision and appraisal.
- Undertake any other reasonable duties as required by the Line Manager.
- Provide adequate cover for the CEO and deputise for the CEO as required.

## **Director Wales Person Specification**

### **Experience**

#### **Essential**

- Experience of working in a management position in the relevant sectors: social housing, homelessness, charity.
- Experience of leading a team.
- Experience of effective partnership working and development and external relationship management.
- Experience of business planning, business development and fundraising.
- Experience of project management and service delivery across multiple functions.
- Financial management skills including budgeting and delivery of cost and income targets.

#### **Desirable**

- Experience of working with volunteers.

### **Skills and knowledge**

#### **Essential**

- An understanding of the issues surrounding homelessness and Housing Justice's mission.
- An understanding of the social housing sector in Wales, and Welsh social housing policy.
- An understanding of Christian values and principles and how they relate to the work of the organisation.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills, with the ability to influence.
- Strong financial skills, including the ability to analyse budgets and accounts.
- A commitment to equal opportunities and inclusivity.

#### **Desirable**

- Ability to communicate in Welsh.