

Job Description



Job title:	Housing Procurement Officer
Department:	Client Services
Reporting to:	Housing Procurement Manager
Salary:	£38,102 per annum
Hours:	35 per week
Location:	London
Contract type:	Permanent

Aim and influence

- Delivery of a pan-London property procurement service working across the private and social rented sector
- Engage both private and social landlords by promoting and offering an attractive offer, increasing access to their homes for Crisis members, including as part of a Housing First service
- In conjunction with Client Services and Best Practice colleagues, inform and shape best practice in securing affordable, sustainable homes for our members, and support its adoption across Crisis.

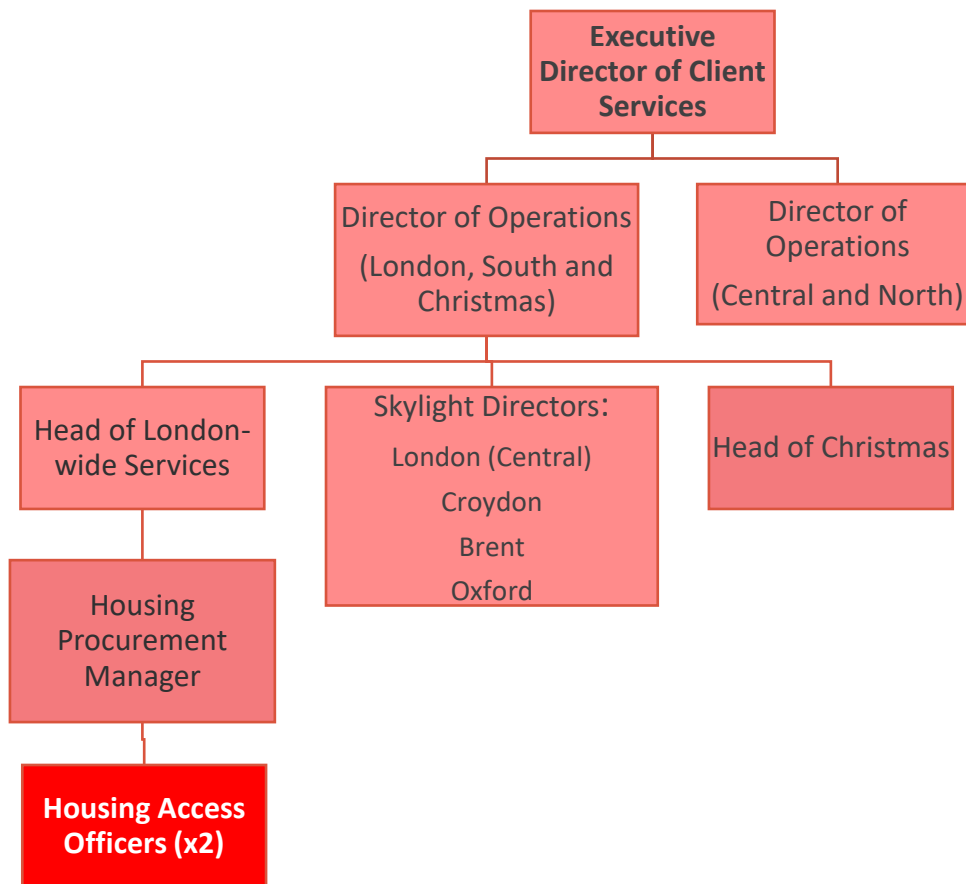
Financial and supervisory responsibility

- Supervision of volunteers
- Maintain accurate records of expenditure compliant with Crisis' financial procedures and any delegated budgets

Other key details

- Up to two days working from home may be considered in line with Crisis' homeworking policy
- Requiring frequent travel across London
- The role involves working with vulnerable adults and young people and so a satisfactory enhanced disclosure from the Disclosure and Barring Service is required

Organisational chart



Please note structure is subject to change

Job responsibilities

- To work effectively within agreed processes, procedures and policies to deliver a successful procurement service
- To create successful relationships with social and private landlords to maximise the supply of suitable homes
- To liaise effectively and proactively with Crisis colleagues, ensuring referrals and allocations policies and processes are understood and implemented, to ensure the efficient delivery of the service
- To work alongside the client facing service to identify appropriate matches of tenants and properties in self-contained and shared housing

- Work collaboratively with the Coach and other relevant staff from across the 3 London Skylights to ensure tenants receive the support they need to sustain their homes, and there is excellent communication with landlords
- Ensure that all property sourced meets all health and safety standards and legal requirements and aspire to be of the best quality available
- Implement agreed marketing strategies aimed at increasing the supply of good quality private rented properties to be made available to Crisis members
- To be aware of potential risk and vulnerabilities posed by and to tenants and address them accordingly when identifying potential properties with support from other Crisis staff
- Ensure that Crisis members have as much choice and control over their accommodation options as is feasible within the housing market
- Support Crisis members' involvement in the service, including proactively seeking their feedback and supporting volunteering opportunities
- To provide quantitative and qualitative information to inform our approach and identify opportunities and initiatives to improve access to housing for Crisis members

General responsibilities

- Actively encourage and support member involvement within Crisis
- Develop an understanding of homelessness and Crisis' aims
- Follow Crisis policies and procedures, including health and safety and safeguarding
- Carry out other reasonable duties that may be required

Person Specification

Essential

- 1 Excellent understanding of the London rental housing market
- 2 Understanding of the barriers and opportunities faced by people moving out of homelessness and into housing
- 3 Understanding of the needs of both social and private landlords and their tenants and the ability to engage all parties to resolve perceived differences.
- 4 Experience of sourcing and procuring properties
- 5 Experience of allocating, letting and sustaining tenancies
- 6 Effective negotiation skills with the ability to mediate between parties who may have different priorities, and to broker agreements
- 7 Excellent verbal communication skills with experience of making presentations and contributing to meetings
- 8 Excellent written communication skills including updating webpages, writing reports and documents such as newsletters

- 9 Ability to work as part of a team and proactively on your own initiative
- 10 Excellent organisational skills, including keeping detailed records, including financial information
- 11 Willingness to travel within London as required
- 12 Commitment to Crisis' purpose and values including equality and social inclusion