

JOB DESCRIPTION

We support people who are homeless or at risk of homelessness to achieve a meaningful and independent place in their community.

JOB TITLE:	Property Acquisition & Development Manager
REPORTS TO:	Director of Finance & Business Support
SALARY:	Grade 5, Points 44 – 48, £41,285 - £45,112
ADDITIONAL BENEFITS TO SUPPORT EMPLOYEES:	<ul style="list-style-type: none"> • Pension (auto enrolment) and Death in Service benefit of 2 x salary • Health Shield Benefit - provides access to a range of valuable cash benefits and services, such as dental and optical care, physiotherapy, scanning facilities and 24-hour counselling and Advice Line (opportunity to upgrade and add family). • Benenden Health – Private Health Care paid for by Simon Community which gives permanent employees access to 24/7 GP services, medical diagnostics, medical treatment, physiotherapy (option to add family and friends for an additional cost). • Holidays - 25 days per year – increasing by 1 additional day per year of service up to a max of 30 days. Increase is effective from the 1st April each year, once a full year of service has been completed. Additionally, 12 customary holidays (normally Bank and Public Holidays) at normal basic pay rate. • Bank & Public Holidays – paid at premium rates at time and a half and double time. • Additional Hours – paid at time and a quarter. • Other Benefits – occupational sick pay, enhanced maternity/paternity leave entitlement, career breaks (subject to 2 years' continuous service). • Training – thorough accredited induction training and continued access to ongoing personal development.
DEPARTMENT:	Finance & Business Support
LOCATIONS:	Central Office, Belfast
HOURS OF WORK:	35 hours per week, mainly Monday to Friday. A hybrid working system is in place (at least 2 days in office per week). A flexi-time system is in operation and reasonable hours outside of this will be required to fulfil the duties of this position (some evening and weekend work).
JOB PURPOSE:	This pivotal role entails leading the strategic direction of our property acquisition (via purchase and lease) & development initiatives; managing the capital assets portfolio, and providing housing solutions for those we support to move out of homelessness into secure tenancies.

Please note that this job description provides an indication of the roles and responsibilities and is not an exclusive list of the duties that the postholder may be asked to undertake.

MAIN RESPONSIBILITIES:

Acquisition Development, & Management	<ul style="list-style-type: none">• Lead the strategic planning and execution of property acquisition initiatives in alignment with the Corporate Strategy.• Oversee the end-to-end acquisition process, from sourcing and evaluating opportunities to negotiating and closing transactions, ensuring timely and successful execution.• Project manage the refurbishment of properties to bring them up to the required standard for letting, ensuring within budget and the agreed timelines.
Market Trends & Analysis	<ul style="list-style-type: none">• Monitor market trends, economic indicators, and industry developments to identify emerging opportunities and risks and inform strategic decision-making.• Conduct thorough market analysis, financial modelling, and due diligence to assess the feasibility and viability of acquisition opportunities and mitigate risks.
Develop & Maintain Key Relationships	<ul style="list-style-type: none">• Cultivate and maintain relationships with key stakeholders, including brokers, sellers, investors, and industry partners, to source and secure high-quality acquisition opportunities.• Develop strong working relationships with key partners, stakeholders and any other parties with whom Simon Community should do business with.
Collaborative Working	<ul style="list-style-type: none">• Closely collaborate cross-functionally with internal teams, especially the Property, Housing Solutions and Finance teams to facilitate seamless integration and transition of acquired properties into the portfolio.• Work jointly with the Head of Housing Solutions and Property to inform decision making on property acquisition to maximise social and financial return on investment.• Collaborate with Property & Health & Safety Manager to ensure due diligence, transition periods, and asset optimisation, in addition to ensuring properties are well-maintained, operational, and contribute to long-term value creation.• Provide leadership and guidance that fosters a culture of excellence, collaboration, and continuous improvement.
Development & Implementation of Systems and Strategies	<ul style="list-style-type: none">• Develop and implement innovative strategies to optimise the performance of the capital assets portfolio, including asset repositioning and value enhancement.• To develop systems for measuring and evaluating the impact of capital projects, including KPIs, outputs and outcomes.• Prepare and present comprehensive reports, presentations, and recommendations to senior management and stakeholders, highlighting key insights, risk management and opportunities.
Ensure Quality Assurance/ Continuous Improvement	<ul style="list-style-type: none">• Support and participate in the implementation of agreed improvement plans within a culture of continuous improvement and service excellence.• Carry out all duties in accordance with Simon Community quality procedures.
Ensure Health and Safety and Good Housekeeping Practices	<ul style="list-style-type: none">• Always adhere to the Simon Community N.I. health and safety policy.• Record and report any defects and accidents in the property.• Act as fire warden and/or first aider as needed.• Support health and safety risk assessments as appropriate, and the implementation of any agreed actions.
Promote Equal Opportunities	<ul style="list-style-type: none">• Contribute to promoting an environment where equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice are promoted in accordance with Simon Community principles, policies and procedures.
Promote our aims and objectives	<ul style="list-style-type: none">• Promote the organisation's mission, values, aims and objectives and ensure all organisational Policies and Procedures and Staff Code of Practice are followed at all times.
Other Responsibilities	<ul style="list-style-type: none">• Carry out all other reasonable duties commensurate with the role as may be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA	<p><u>QUALIFICATIONS:</u></p> <ul style="list-style-type: none"> • A relevant professional qualification with a recognised technical body e.g. RICS, CIOB, RIBA, AND • 2 years post qualification experience <p>OR</p> <ul style="list-style-type: none"> • 4 years' relevant experience working in a senior Property Development/Acquisition role <p><u>EXPERIENCE:</u></p> <ul style="list-style-type: none"> • Sound experience in property acquisition and development • Demonstrated success in leading and executing property acquisition projects, including sourcing, negotiating, and closing transactions. • Proven experience in project managing property refurbishments, ensuring projects are completed within budget and on schedule. • Extensive experience in conducting market analysis, financial modelling, and due diligence.
DESIRABLE CRITERIA	<ul style="list-style-type: none"> • Certification in project management (e.g.,PRINCE2).
SKILLS & COMPETENCIES	<ul style="list-style-type: none"> • In-depth knowledge of the property market, including market trends, economic indicators, and industry developments. • Strong analytical skills with the ability to interpret complex data, assess feasibility, and make informed decisions. • Excellent negotiation skills with a track record of securing high-quality acquisition opportunities. • Project management skills with the ability to oversee multiple projects simultaneously and ensure successful execution. • Financial acumen with the ability to develop and manage budgets, financial models, and performance metrics. • Outstanding communication and presentation skills, with the ability to prepare and deliver comprehensive reports and recommendations. • Leadership and team management skills, with the ability to foster a culture of excellence, collaboration, and continuous improvement. • Demonstratable knowledge of the private property and rental markets in Northern Ireland • Demonstratable knowledge of best practice and legislative requirements in property development and Estates Management Aptitudes.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Strategic thinker with the ability to align property acquisition initiatives with the organisation's corporate strategy. • Highly motivated and results-driven, with a strong focus on achieving social and financial returns on investment. • Collaborative and team-oriented, with the ability to build strong relationships with internal teams and external stakeholders. • Adaptable and flexible, with the ability to thrive in a fast-paced, dynamic environment. • High level of integrity and professionalism, with a commitment to ethical practices and social responsibility.

OTHER REQUIREMENTS	<ul style="list-style-type: none">• Willingness to travel as required for business needs.• Ability to work outside standard office hours when necessary to meet deadlines or support critical projects.• Hold a driving licence and have access to a form of transport to undertake the duties of the role.
OUR VALUES	<ul style="list-style-type: none">• Our values are fundamental to how we work with clients and each other.• We are driven by our values of being non-judgmental, being trustworthy and being dedicated to the people we support.