



JOB DESCRIPTION – Rural Housing Enabler

JOB TITLE: Rural Housing Enabler	SALARY: £31,295 Fulltime (pro rata £28,374.13)
FUNCTION: Volunteering & Community Action	HOURS: up to 34 Hours per week (fixed term to 31 March 2027, with scope to extend subject to funding)
ACCOUNTABLE TO: Community Action Manager	LOCATION: Community Action Suffolk, Brightspace, Ipswich or Kirkley Centre, Lowestoft.
JOB PURPOSE	
<ul style="list-style-type: none"> • To increase the supply of rural affordable and housing to meet local need in Suffolk by working with Parish Councils, Housing Authorities, Registered Housing Associations and the private sector to form innovative partnerships committed to the delivery of affordable housing. • To help establish and keep CAS at the forefront of rural affordable and community led housing, community consultation and bring innovation right into the heart of Suffolk • To support the development of strong vibrant and engaged communities • To be an ambassador for CAS supporting and promoting CAS’s diverse range of products and services • To be a positive and flexible member of a high performing, innovative and enterprising Volunteering & Community Action Function and the wider CAS Team 	
MAIN DUTIES AND RESPONSIBILITIES	

To increase the supply of rural affordable housing to meet local need in Suffolk by working with Parish Councils, Housing Authorities, Registered Housing Associations and the private sector to form innovative partnerships committed to the delivery of affordable housing.

- To raise the awareness of the need for affordable housing in rural parishes with a range of key stakeholders including Local Authorities, Local Councils, and communities
- Ensure that local housing needs within rural parishes are accurately assessed by undertaking (in conjunction with Parish Councils) local parish Housing Needs Surveys and compiling reports and recommendations for scheme type and number of units for potential schemes.
- To work with rural communities and local partners to help identify and bring forward and support to develop Rural Exception Sites for local affordable housing schemes and sites through engagement with local landowners, District Councils, Suffolk County Council, partner Housing Associations, Parish Councils and local communities to meet the identified needs.
- To support and enable the development of schemes in conjunction with relevant organisations through:-
 - Ensuring appropriate site identification is undertaken to meet the requirements of Local Authority planners
 - Working with local partners, including architects, to develop appropriate designs for new affordable parish developments.
 - Negotiating and agreeing scheme handovers with relevant Housing Associations and the Local Authority
- To influence District and County Housing and other local planning policies which affect rural affordable housing in Suffolk, making representation as appropriate.
- Attend housing sub-regional meetings/ regional meetings and, where appropriate, comment on any sub regional affordable housing policies
- Work with project partners such as District Councils and Housing Associations, to address other housing issues, which may include very sheltered housing need, empty properties, second home ownership etc.
- Attend regular networking events, workshops and forums to promote and share relevant information and good practice about affordable rural housing, community consultation programmes and techniques.
- Supporting & working with parishes on rural housing including Community Land Trusts

To help establish and keep CAS at the forefront of rural affordable housing and community development in the UK

- To work across the organisation to keep up to date and research best practice in rural affordable housing and community development both at a national and international level to bring innovation into Suffolk
- Monitor and influence National, Regional, County and District planning and housing strategies
- To liaise with National ACRE & build on existing relationship, to monitor updates & policy changes. To feedback on National Housing Issues including participation in

Acre monitoring and reviews of the RHE programme and the national evaluation of the programme.

To support the development of strong vibrant communities

- Ensure that rural affordable housing support builds on any provision or specialist expertise that already exists, tapping into local individuals, organisations and networks.
- Effectively communicate and promote the benefits of rural affordable housing.
- Support the development and increase in CAS consultation and engagement services for communities and other agencies involved in rural affordable housing.
- Deliver engagement activities via a variety of methods, as appropriate to enable rural affordable housing development.
- Cultivate close working partnerships with members and voluntary sector organisations as well as local authority and statutory partners to facilitate rural affordable housing.

To maximize all opportunities for the sustainability of rural affordable housing and community development within CAS

- To pursue all appropriate means to secure new sources of funding for the provision of rural affordable housing.
- To be an ambassador for CAS supporting and promoting CAS's diverse range of products and services including affordable rural housing.

While undertaking the RHE role the post holder will...

- Develop and maintain a working knowledge about the diverse range of CAS's products and services and seek to raise awareness and promote these locally and wherever possible.
- Be a first point of contact to share knowledge about who to turn to for support in CAS
- To work with the wider CAS team to raise awareness of CAS's community development offer so they can promote CAS's diverse range of community development projects to their stakeholder groups.
- Contribute to the development of local and county wide marketing and communication strategies and plans and work with CAS's marketing team to promote CAS's community development offer both internally and externally.
- Generate a range of content for both internal and external marketing resources such as newsletters, e-bulletins, posters, flyers and postcards etc.
- Actively promote the benefits of CAS membership.

To be an ambassador for CAS supporting and promoting CAS's diverse range of products and services

- To be a positive and flexible member of a high performing, innovative and enterprising Volunteering & Community Action Function and the wider CAS team
- To contribute to and maintain with the team a library of resources and signposting material including online for all the community development to use.
- To support the development of impact measurement tools to capture and record outcomes, developing and shaping partnerships.

- To work collaboratively with colleagues to find solutions to issues as they arise
- Effectively communicate and promote the benefits of community action and support.
- Ensure regular monitoring and reporting to appropriate bodies for the programme and collate examples of good practice

PERSON SPECIFICATION

		E/D	Assessment method
Knowledge, Experience and Skill	<ul style="list-style-type: none"> • Excellent working knowledge of the issues affecting housing in Suffolk, and other issues affecting rural communities. • Experience of working in supporting rural communities through consultation for affordable and/or community led housing • A good knowledge and understanding of the principles of quality community consultation. • Sound working knowledge of National policies relating to affordable and community led housing. • Understanding and knowledge of local and national planning legislation • Proven track record in developing, engaging and maintaining good collaborative working relationships, both internally and externally, with a diverse range of people and communities • Excellent presentation skills and the ability to share and disseminate knowledge and learning in a range of different settings including chairing and facilitating meetings • Proven track record in generating income from a range of fundraising sources • Experience of setting and working to targets within an outcome framework • Comfortable in managing and setting budgets • Extensive experience in organizing and managing priorities and time • Excellent working knowledge of modern IT 	<ul style="list-style-type: none"> • E • E • E • D • D • D • D • D • D • D • D • D • D • D 	<ul style="list-style-type: none"> • AP/I • AP/I • AP/I • AP/I • AP/I • AP/I • AP/I • AP/I • AP/I • AP/I • AP/I • AP/I • AP/I • AP/I
Attributes	<ul style="list-style-type: none"> • Personal commitment to CAS and its values • Excellent team player with a positive attitude to change. • High levels of flexibility and a can-do attitude. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • AP/I • AP/I • AP/I

	<ul style="list-style-type: none"> • A collaborative and solution-based approach to solving problems. • Ability to self manage, organise, balance and deliver against a range of competing priorities. • Commitment and an ability to contribute to an emotionally healthy and fun working environment. • Frequent travel around the county and so an ability to travel within Suffolk or further afield as necessary 		<ul style="list-style-type: none"> • AP/I • AP/I • AP/I
--	---	--	--

April 2026