



Phoenix Community Housing Co-operative

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Phoenix Community Housing Co-operative (Phoenix)
Housing Plus Site Manager

Full time: £34, 000 p.a. pro rata - 7.5 month contract

Phoenix is a housing co-operative and registered provider of social housing to single people on low income across Hackney and Tower Hamlets. Phoenix is a member-led organisation in which all Co-op members are encouraged to take an active role in its governance. Phoenix is committed to exploring and developing innovative approaches to meeting housing need.

We are looking for a Site Manager who can successfully project manage the complete renovation of nine flats in East London, whilst supporting the professional and personal development of Housing Plus volunteers and trainees.

This is a key operational role requiring a candidate with a proven track record of housing renovation, strong project management skills, experience of delivering training and working with volunteers and good communication and leadership skills.

For an application pack or to have an informal conversation about the post, please contact Carlita McKnight, Housing Plus Development Manager on 07969 840 722 or cmcknight@phoenixhousing.co.uk

Closing date for completed applications: Thursday 21st April at 12 noon

Interviews will take place: Thursday 5th, Friday 6th and Saturday 7th May

Housing Plus Site Manager

Post:	Housing Plus Site Manager
Salary:	£34,000 pa
Hours of work:	Fixed term contract 7.5 months, 35 hrs/wk
Annual leave:	28days p.a. pro rata
Probation:	1 month
Responsible to:	Housing Plus Development Manager
Notice period:	1 month
Working hours:	Monday- Friday 9am to 5pm. Some weekend and evening work will be required.
Location:	Tower Hamlets, London

Main purpose of the job:

To manage and co-ordinate Housing Plus building renovations through the delivery of training and skills development to a team of Co-op volunteers and external trainees. To work closely with the Housing Plus Employment, Training and Education (ETE) Co-ordinator to ensure that all volunteers and trainees are able to maximise their learning and development in the skills required to gain employment in the construction industry.

Main duties and responsibilities

1. Site management and co-ordination

- To ensure site safety and adherence to all statutory codes governing Health and Safety;
- To oversee the delivery of all agreed renovation works on the building renovation according to Phoenix's schedule of works;
- To manage and maintain site safety records in accordance with HSE legal requirements;
- To achieve agreed targets relating to cost control in connection with the use of plant, labour and materials;
- To provide onsite supervision and co-ordination of all external contractors;
- To work closely with the ETE Co-ordinator in co-ordinating volunteer/ trainee timetables and onsite availability;
- To manage and minimise any disruption caused to the local residential area by the renovation project.

2. Volunteer and trainee development and supervision

- To provide line management and onsite supervision to 2 Intern Assistant Site Managers;
- To provide group and individual training and supervision to all volunteers/ trainees;
- To work closely with ETE Co-ordinator in monitoring volunteer/ trainee participation, progress and overall skills development.

3. Project management and administration

- To work to ensure that the building renovation is delivered on time and on budget;
- To manage and maintain systems of record keeping in order to be able to monitor the development of the project (financial, site safety, volunteer/ trainee records);
- To communicate any difficulties or challenges in delivering the project to the Housing Plus Development Manager;
- To work with the Housing Plus Development Manager to develop evaluation systems that will allow Phoenix to develop and improve the Housing Plus approach.

4. Communication and feedback

- Weekly Housing Plus project team meetings (with volunteers);
- Where required, attendance of Phoenix staff meeting (monthly);
- Where required, attendance of local estate board meetings;
- Where required, attendance and project updates to Development Committee, Management Committee and Co-op General meetings.

5. Miscellaneous

- To carry out all duties in accordance with the policies and procedures of Phoenix Community Housing Co-operative;
- To communicate, liaise and co-operate with all Phoenix officers and Co-op members;
- To maintain the confidentiality of all volunteers and trainees in the Housing Plus site office.

Person Specification

Essential

- Full Driving Licence;
- Relevant site experience to Finishing Foreman level or similar;
- Under the Construction Skills Certification Scheme (CSCS) the Site Manager will require a Platinum Manager's card and will be expected to have obtained or be working towards NVQ4 Site Management qualification, preferably on the NHBC Manager Accreditation programme;
- Educated to GCSE level or equivalent plus HNC/HND with a trade background;
- The Site Manager is required to have sound knowledge of Health and Safety Legislation and be a qualified First Aider at Work;
- Able to work as part of a team.

Desirable

- Own van for use during the renovation project;
- Experience of managing volunteers;
- Experience of delivering self-build housing.