

Recruitment Pack

New Business & Property

Development Manager

About the Role

Position:	New Business & Property Development Manager
LOCATION:	Drogheda, Co. Louth
CONTRACT:	FULL TIME/ 1 Year - 35 HOURS PER WEEK
RESPONSIBLE TO:	Assistant CEO
Date:	April 2024

Foscadh Housing is seeking a dynamic and experienced New Business & Property Development Manager for a full-time, 1-year contract position to work alongside the Foscadh Team who are actively delivering homes in the social housing sector. The successful candidate will be responsible for driving forward our current and future developments, overseeing the management of existing properties, and identifying new opportunities for growth within the sector. This role requires strategic thinking, project management skills, a deep understanding of the social housing market and regulatory environment. Maintain a risk register for the Foscadh Team that complies with the Board’s risk appetite and the association’s overall risk register. Liaise with the Finance Manager regarding development opportunities to determine their financial feasibility.

Job Summary

The New Business & Property Development Manager with the support of the Foscadh Team will oversee the expansion of Foscadh new business opportunities and securing new development opportunities to increase Foscadh Housing’s supply. Since January 2024 Foscadh Housing is an approved provider of the ‘Mortgage to Rent’ Scheme which will form part of our future development programme. This will necessitate establish strong relationships with external stakeholders and ensure that new business opportunities are financially viable (*using our internal DSCR Model*)

Main Duties and Responsibilities

- Identify suitable Mortgage to Rent properties, assessing all aspects of purchase, surveying, and completion of works.
- Lead the identification, evaluation, and acquisition of suitable properties for development, considering factors such as location, cost, and feasibility. Conduct thorough risk assessments for potential development sites.
- Oversee the entire lifecycle of property projects, from initial planning and design through to construction, refurbishment, leasing, and ongoing management. Implement risk management procedures throughout each phase of the project.
- Manage project budgets and financial forecasts, ensuring developments are delivered within budgetary constraints. Monitor financial risks in collaboration with the Finance Manager and implement measures to mitigate them.
- Build and maintain effective relationships with a wide range of stakeholders, including DHLGH, HFA, Regulatory Authorities, Local Authorities, Housing Associations, Contractors, and Local Communities. Communicate effectively about project risks and collaborate to address them.
- Develop and implement key performance indicators (KPIs) to monitor property and project performance, identifying areas for improvement and implementing corrective actions as necessary. Regularly review project performance against risk management plans.
- Provide leadership and direction to a team of property development professionals, fostering a culture of collaboration, innovation, and continuous improvement. Provide guidance on risk management practices and encourage proactive risk identification.

Person Specification / Qualifications

- Suitable candidate will have 5 years of experience in property development, ideally within the Approved Housing Body (AHB) Sector or a similar industry, OR a third level Qualification in Business, Real Estate, Urban Planning, or a related field.
- Property Management or other related discipline.
- Qualification in project management is desirable.
- Own vehicle and full clean driving license required.
- Strong project management skills, with the ability to oversee multiple projects simultaneously and deliver results on time and within budget, while effectively managing risks.
- Excellent financial acumen, with the ability to analyse complex financial data and make informed decisions, while mitigating financial risks.
- Deep understanding of regulatory requirements and compliance issues affecting the housing sector, with the ability to anticipate regulatory risks and ensure compliance.
- Exceptional communication and interpersonal skills, with the ability to build rapport and negotiate effectively with a diverse range of stakeholders, including discussing and addressing risks.

- Strategic thinker with a proactive and solutions-oriented approach to problem-solving, including identifying and mitigating risks before they escalate.
- Proficiency in relevant software and tools, such as financial modelling tools, and the Microsoft Office suite, to facilitate risk management processes.

Working for Foscadh

- Attractive salary corresponding with experience.
- Fuel Card provided, (BIC)
- 20 days annual leave + 2 additional days.
- Career development program
- Pension scheme.
- Bike-to-work scheme.
- Car-parking on site.

Additional Requirements

- To participate in forums, working groups committees as require.
- Flexibility to work outside of standard office hours when necessary.
- Commitment to upholding the values and mission of Foscadh Housing.

This job description aims to convey essential information about the role and the general nature of work performed. It's not exhaustive but offers a comprehensive overview of qualifications, skills, duties, and responsibilities associated with the position, along with the additional benefits offered by the employer.