

Recruitment Pack

Development & Acquisitions Officer
DAO/09/26



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Working for NB Housing

Great work deserves great rewards. From competitive pay and flexible working arrangements to volunteer leave and support for your career ambitions, we're here to support you. We offer everything you need to thrive in your role while making a meaningful impact beyond work.



Competitive Salary

Competitive salary bands with annual increases to ensure you reach the top of the salary band. For this post the salary is: £35,570– £41,177



Pension Scheme

Generous optional contributory pension scheme at employer contribution of 15.5%



Leave Entitlement

We believe in rewarding dedication. Full-time employees enjoy 23 days of paid annual leave each year, plus 12 statutory leave days. As a thank you for your commitment, you'll receive an additional five days of leave after five years of service, and a further two days after 10 years of service.



Occupational Sickness Scheme

Our Occupational Sickness Scheme is there to support you if you're unwell and unable to work. It's designed to help you feel cared for and supported during your recovery, so you can take the time you need while staying connected to the organisation.



Learning & Development

We invest in our people and support them to grow. We offer a variety of learning, development and secondment opportunities, alongside hands-on experiences like shadowing and trying new roles. We also encourage personal development, helping colleagues build their skills and achieve their goals as we work towards our shared ambitions.



Agile Working

Agile working gives you the flexibility to split your time between the workplace and another location, such as home or a different office. Where a role is suited to agile working it will be agreed by both the relevant Director and the employee. This approach helps support a healthier work-life balance while still meeting the needs of the organisation.



Work Life Balance

We offer a range of flexible working options where business needs allow. Flexible working helps employees shape a working pattern that suits their individual needs, supporting a better balance between work and life. We also offer a flexi-time system that allows employees, subject to certain conditions, to vary their working hours.



Private Healthcare

We offer workplace private healthcare to help you look after your health and wellbeing, giving you peace of mind when you need it most.



Work & family friendly policies

We offer a range of work and family-friendly policies to help you balance work with life's commitments, so you can feel supported both at work and at home.



Birthday Leave

We offer birthday leave so you can celebrate your special day your way. It's our little thank-you, because everyone deserves a day off to enjoy their birthday.



Time off for volunteering

We value volunteering and will consider requests for time off on a case-by-case basis, with approval from management.



Employee Assistance Programme

Our Employee Assistance Programme offers confidential support whenever you need it. From emotional wellbeing and everyday challenges to practical advice, help is always available to support you and your wellbeing both in and outside of work.



Housing Perks

Housing Perks is a handy app for both staff and tenants, offering great discounts on everyday shopping.



Long Service Award

We love to celebrate long service. Staff who reach 10 and 20 years with the Association are recognised with an award, as a thank-you for their loyalty and commitment.

Key Information

- The closing date for this post is 28th September 2026 at 12 noon
- Applications should be returned via post to Gatelodge Office, 8 Flax Street, Belfast, BT14 7EQ, or by email to info@nb-housing.org.
- Applications received after this time will not be considered.

Again, we would like to thank you for your interest in NB Housing and wish you every success.

NB Housing is an equal opportunity employer

About NB Housing

NB Housing is a registered social housing provider created in 2014 after the merger of two community-based housing associations in North Belfast. We currently manage approximately 1,200 homes and our portfolio extends to supported housing, housing for the elderly and general family accommodation.

We are a not for profit business with charitable status led by a voluntary Management Board. We employ 51 staff including support staff within our supported housing schemes, caretaking service staff and head office staff. Our main area of operation is North Belfast but we have extended our activity to seek development opportunities across Northern Ireland. At NB Housing we are passionate about the role we play in society and believe our Vision, Mission and Values is what makes us.

Vision

To provide quality, affordable, sustainable homes and support to all NB Housing tenants.

Mission

To provide homes where people feel safe, supported and respected.



Values



Respect

We act with fairness and integrity in all our interactions with others, treating employees, customers, and stakeholders with dignity and worth. Everyone will take ownership of their actions, do the right thing, and foster a culture of trust and positive employee morale.



Impactful

We achieve sustainable quality of life improvements for our tenants. We are proactive in achieving positive impacts for individuals and lasting positive changes for people and places. Opportunities to innovate and to have greater impact are welcomed.



Togetherness

We are proactive in providing opportunities for people to engage with us and help us improve our services. We will collaborate effectively with each other internally and externally to provide safe, sustainable homes that meet the needs of our tenants.

Our Governance and Senior Executive Structure

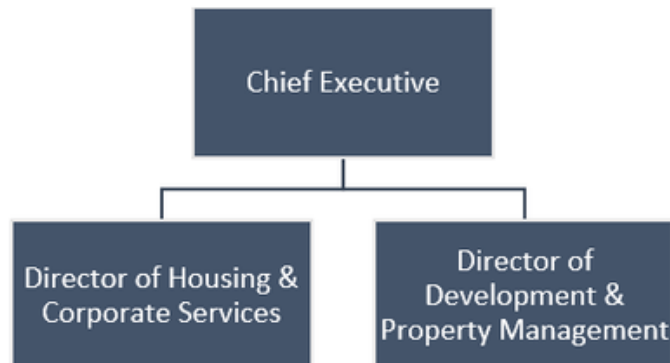
Our aim is to ensure that the governance of NB Housing complies with the requirements of the law, relevant regulators, and best practice. NB Housing is managed by 11 Voluntary Board Members from various professional and social backgrounds who meet regularly to govern the affairs of the Association.

The Board is supported by the Senior Management Team who is led by the Chief Executive.

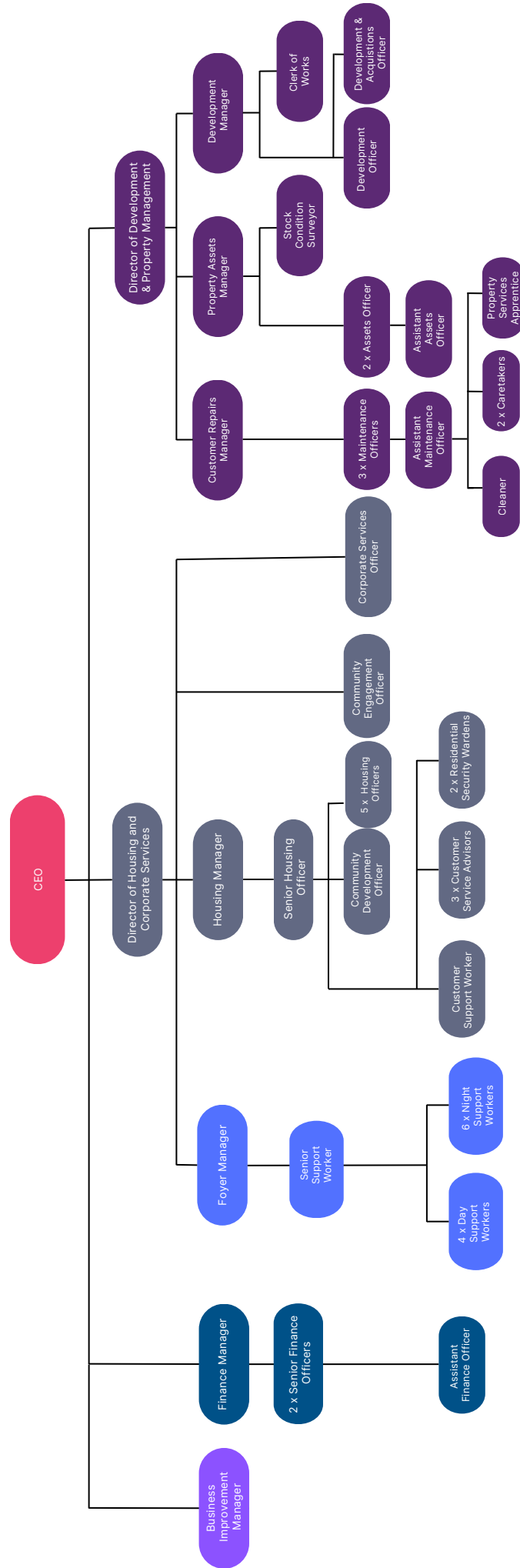
Board & Subcommittee Structure



Senior Management Team Structure



Our Staff Structure



Job Description

Job Summary

The post holder will be required to manage and progress all housing development opportunities on behalf of the Association in accordance with the DfC Housing Association Guide and under the direction of the Development Manager

Key Tasks

- To formulate and prioritise the Associations development program in accordance with the Associations development targets and under the direction of the Development Manager
- Manage, control and supervise the new build and rehabilitation projects, ensuring high standards of service are being delivered by the design team and on-site contractors.
- Negotiate, liaise and communicate effectively with all clients and carry out consultation on projects as necessary.
- Continually seek new housing development where there is a need and prepare project applications as necessary.
- Co-ordinate and manage the development process, from design brief, scheme design, detailed design, committee approvals, tenders, appointments, planning negotiations, full scheme submission and grant applications in accordance with DfC Guide.
- Prepare economic appraisals and cash flows for all development proposals
- To liaise with the Finance Department to ensure effective cash flow projections, budgets for development activity.
- To carry out regular reviews and assessments of contract performance, ensuring risks are reported promptly and budgetary / resource expenditure are controlled
- To attend all development site meetings and advise and report accordingly
- Liaise with the clerk of works on a regular basis and carry out joint site visits to ensure work is of a quality expected and that the design brief is being properly implemented
- To assist at handover stage and to monitor and arrange remedial works during the defect's liability period
- To communicate with other colleagues to ensure effective team working and smooth operation within the Association.
- To represent to Association during DfC audit process

- Prepare reports and deliver progress on Association operational plan targets to the Development Manager quarterly or as and when required.
- To assist in preparing policies and procedures in accordance with DfC and Committee of Management Guidance
- To manage House Purchase/Sales requests in accordance with guidance.
- To complete post project reviews, gauge tenant satisfaction and prepare a report with recommendations.
- Must be competent in the use of MS Office applications.
- Must hold a valid driving licence & have access to a car for business purposes for use in the fulfilment of the role.
- Has experience in adopting excellent customer service initiatives and is proactive in identifying solutions to customer facing problems. Applies a professional approach to ensuring good customer service. Practical experience of delivering a front facing customer focused service.

General

- Ensure adherence to the policies and procedures of the Association, particularly those regarding equal opportunity, health and safety and confidentiality.
- Adhere to the rules of NB Housing in relation to Section 75 and equality of opportunity
- To promote the organisations Mission, Values (Impactful, Togetherness and Respect) Aims and objectives
- To maintain professional boundaries and confidentiality within the Association
- To attend staff meetings, training, forums, which may occur outside normal working hours
- To participate in Performance Reviews and supervision sessions
- Actively promote the operations of the Association and maintain and develop links with outside agencies, ensuring the best interests of the Association are promoted at all times
- Ensure all activities are conducted in accordance with the Company's Health and Safety and Equal Opportunities Policy.
- Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation.
- Carry out any other duties as may be reasonably expected from time to time that are within the competence of the post holder and conducive to the effective delivery of the role and success of the Association.

Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.

Personnel Specification

Specification	Essential	Desirable
Physical Make up		Tidy appearance
Qualifications	3rd Level education in a property related discipline e.g. building/construction, housing or development related OR A minimum of 1 year's relevant experience (within the last 5 years) in housing, construction or development environment	Professional membership of a relevant body: e.g. RICS, CIOB, RTPI
Job Experience And Training	A minimum of 1 year's relevant experience (within the last 5 years) in a related field incorporating the following service areas: • Contract management • Project management • Procurement • Stakeholder Engagement • Residential design • Site identification and feasibility assessments • Negotiating land purchases	Experience of working within a Housing Association in a Development role within social housing.
ICT Skills (Must Demonstrate on Application)	Computer Literacy: A good working knowledge of Microsoft Office packages including Word, Excel and Outlook	Experience in the use of CAD Software Package or similar. Experience of constructing budgets and cashflows

Specification	Essential	Desirable
Special Knowledge	Sound knowledge of new build development processes Good understanding of the role and responsibilities of a Development Officer Sound technical knowledge of property development and construction. Knowledge of development practises. Knowledge of operating new build programmes Experience in monitoring contractor's performance. Knowledge in monitoring consultant performance. Managing defects, snagging & post project elevations Has effective interpersonal communication skills and experience of report writing.	Previous experience of social housing new build development formulation Contract management of new build projects A working knowledge of the Public Procurement processes Knowledge of the NEC suite of contracts An understanding of the needs of social housing tenants. Evidence and experience of Housing Association Guide and in the provision of new social housing dwellings
Special Skills/ Aptitude	Experience of housing contract management and supervision of contractors. Practical experience of delivering a front facing customer focused service. Practical experience of delivering effective new build projects Possess good written and verbal communication skills. Ability to organise and prioritise workload. Ability to use initiative and work with limited supervision. Be able to demonstrate a methodical approach and attention to detail Awareness of confidentiality	Experience of Investors in People standard. Has experience in adopting excellent customer service initiatives and is proactive in identifying solutions to customer facing problems. Applies a professional approach to ensuring good customer service. Practical experience of delivering a front facing customer focused service.

Specification	Essential	Desirable
Disposition	Approachable Shows common sense and initiative Vigilant Good Team player	
Personal Circumstances	Accessible to location Current valid driving licence and access to private transport Flexibility to work outside normal working hours when required	
Embracing Change	Contributes positively to change and recognises the positive impact of change on individuals and the team. Is flexible and positively accepts change.	
Customer Focus	Has experience in adopting excellent customer service initiatives and is proactive in identifying solutions to customer facing problems. Applies a professional approach to ensuring good customer service. Practical experience of delivering a front facing customer focused service.	
Team Working, Communicating & Influencing	Breaks down barriers that impact effective team working. Optimises the use of the pool of knowledge and embraces a learning culture. Has effective interpersonal communication skills and experience of report writing.	
Others (specified)	General awareness of health and safety regulations (including fire). Awareness of Data Protection	Is familiar with the requirements of the General Data Protection Regulations and is experienced in providing a confidential service to customers and in managing their personal information in a confidential manner.



Contact Us



Website

www.nb-housing.org



Phone

028 9059 2110



E-mail

info@nb-housing.org



Facebook

[@nbhousing](https://www.facebook.com/nbhousing)



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