



GEM PROGRAMME ROLE SPECIFICATION - 2016

Employer:	
Northern Ireland Housing Executive	
Address/Tel/email	
The Housing Centre, 2 Adelaide Street, Belfast, BT2 8PB	
Responsible To (Project Supervisor)	
Michael Conway	
Workplace Mentor	
Claire Crainey	
Location of Role:	
Based at The Housing Centre, 2 Adelaide Street with travel throughout the local area.	
Working Hours:	Salary/Benefits:
37	£17,372 Any relocation costs incurred by you will not normally be reimbursed by your employer.
Training and Qualification costs: Your employer will buy you a place on the GEM programme, including paying all your training, qualification, travel and accommodation costs for completion of the GEM Programme.	
Intended duration of employment:	
12 month paid internship	
Start/End Date:	
October 2016 – October 2017	
Skills and Attributes:	
Essential Requirements:	
<ul style="list-style-type: none"> • Values which fit in with the Housing Executive and our Tenancy Sustainment Programme • Ability to communicate with people from all backgrounds in a non judgemental way • Demonstrate excellent communication and interpersonal skills and the ability to facilitate focus/discussion groups. • A commitment to working with customers to improve their life chances • Good timekeeping, punctuality and all round personal integrity • Ability to take personal responsibility, self motivate and self manage • Team Working • Good oral and written communication skills • Project Management and event organisation skills • Have an interest in social policy and a good grasp of government changes • Strong IT skills • Access to a means of transport 	



Role Specification

Employer	Area	Detail	Outcome
NIHE	Tenancy Sustainment	<p>Background</p> <p>The Northern Ireland Housing Executive was formed in 1971 as Northern Ireland’s Strategic Housing Authority. Our vision is one in which housing plays its part in creating a peaceful, inclusive, prosperous and fair society. We want to recruit talented graduates directly from our communities who will help us to make our vision a reality for Northern Ireland’s communities. Our goal is that everyone has access to decent, affordable housing and our task is to work with communities and other organisations to meet the housing needs of existing and future generations. We need to enable our future leaders to play a key part in delivering our aims, and to help us with this challenge we have teamed up with the award winning GEM Programme which works directly with the housing sector to deliver an intensive one year learning experience. Completing the GEM Programme with us will give you a real kick start to a fantastic future in the sector. We have an exciting role working within and supporting your communities directly.</p>	<p>Tenancy Sustainment</p> <p>Tenancy Management</p> <p>Training and developing guidance for staff</p> <p>Policy Development and review</p> <p>Implementation of Policy</p> <p>Operational Experience in our local district offices</p> <p>Business Planning</p>

		<p>Role purpose:</p> <p>Our work to date in this area has focussed on housing support/care, however we are looking for 1 GEM student to support the delivery of our Customer Support & Tenancy Sustainment strategy across all 3 key 'pillars of tenancy sustainment':</p> <ol style="list-style-type: none"> 1. Housing support/care; 2. Money support and 3. Employment support. <p>Your role will be:</p> <ul style="list-style-type: none"> • To assist the Area Managers & local housing managers to incorporate tenancy sustainment activities in line with Business Planning • To liaise with a range of stakeholders to develop services to support tenancy sustainment tailored to the needs of our customers • To support our tenants to develop their skills and ability to maintain their tenancies through develop opportunities for tenants 'beyond housing' • To ensure that staff have the necessary skills, knowledge and guidance to deal effectively with support and sustainment issues. • To improve our understanding of tenancy failure and 	<p>Communication and engagement with a range of stakeholders</p> <p>Time Management</p> <p>Reviewing Data / Analysing information to inform decision making</p> <p>Research Skills</p> <p>Project Management</p> <p>Event organising</p> <p>Report Writing</p> <p>Professional Development (CIH Level 4)</p>
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		<p>seek to address the root causes</p> <ul style="list-style-type: none"> • To review the effectiveness of the Strategy, demonstrating measurable outcomes <p><u>APPLICATION PROCESS</u></p> <p><u>Application should be made using the on-line application form. Instructions on how to complete the on-line form appears once the form has been accessed. Make sure you follow these instructions.</u></p> <p><u>Candidates unable to use the on-line form can download a PDF version which must be returned by the closing date and time. Guidance on the completion and return of applications is included in the Candidate Guidelines on the job related documents.</u></p> <p><u>LATE APPLICATIONS WILL NOT BE ACCEPTED EVEN IF DELAYED DUE TO TECHNICAL REASONS.</u></p> <p><u>It is the responsibility of each candidate to ensure that all such information is provided. Candidates who fail to provide sufficient information on which a panel might determine their eligibility for the post will not be shortlisted.</u></p> <p><u>The Northern Ireland Housing Executive is an equal opportunities employer. It particularly welcomes applications from members of the protestant community who are currently under represented in parts of its workforce</u></p>	
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