



**RECRUITMENT PACK FOR POST OF**

**Housing & Ageing Regional Officer –  
North of England**

# APPLICATION PROCESS

**Please read this full application pack before submitting your CV/ letter.**

**Closing date for applications: 23.59 on 7<sup>th</sup> February 2021**

**Virtual Interviews will take place during the week of 15<sup>th</sup> Feb via TEAMS**

*Selected candidates will be offered an interview [by email]*

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## HOW TO APPLY

### How to apply

- Read this application pack - **North Officer - Recruitment full pack [Jan 2021]**
- Send your CV plus a covering letter (max. 1,500 words) highlighting your suitability for the post to: [info@careandrepair-england.org.uk](mailto:info@careandrepair-england.org.uk)
- Please also complete and return an (anonymous) Equality and Diversity Monitoring Form. **NOTE** this is not linked in any way to your application, it is simply a way to help us to assess the effectiveness of our recruitment at reaching a diverse range of applicants.

**IMPORTANT: DO NOT ATTACH ANY OTHER DOCUMENTS – THESE WILL BE DELETED**

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## SUMMARY OF POST

<b>Job Title</b>	Housing & Ageing Regional Officer North of England
<b>Reporting to:</b>	CEO
<b>Responsible for</b>	No staff management responsibility
<b>Location</b>	<b>Home based</b> , located in North West /Yorkshire & Humberside regions, ideally central/ within easy reach of both, close to good transport links (preferably to public transport + road networks)
<b>Hours</b>	<b>Part time - 3/5ths of FTE (21hrs/ 3 days, distribution negotiable *1)</b>
<b>Salary</b>	Grade – SO2, NJC points 26-28 (£30,451 - £32,234 FT) <b>Pro rata of 3/5ths FTE = £18,271 - £19,340</b>
<b>Other benefits/ conditions</b>	<p><b>Holidays:</b> 25 days per year, plus bank holidays and <i>up to 4 extra days</i> bridging leave at Christmas (all pro rata for P/T staff)</p> <p><b>Pension:</b> Social Housing Pension Scheme membership</p> <p><b>Notice:</b> 2 months' notice period</p> <p><b>Duration:</b> Current project funding for North officer post ends March 2022, but with prospects for continuation.</p> <p><i>All employees are expected to be fully computer literate, able to be self-servicing with regard to day to day administration including correspondence, record keeping, data and contacts management.</i></p>

*\*1 Some flexibility around working days/times is an essential requirement. The post holder must be willing and available to occasionally alter their working days e.g. to take part in priority activities, and also be willing and able travel to local project sites/ events/ meetings across the North of England and occasionally to other areas.*

## About this role

Are you.....

- ***Motivated to tackle the challenge of improving the homes and lives of older people?***
  - ***A great networker, good listener and excellent communicator, with strong values, vision and the drive to make a difference to older people's lives?***
  - ***Concerned about housing disadvantage and inequalities?***
  - ***Are you a self-starter with the knowledge and skills needed to effectively involve older people in housing action and projects, especially those whose voices are less often heard?***
  - *If so, we would like to hear from you*
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### Overview

Care & Repair England is a small, national housing charity dedicated to improving the homes and lives of older people.

We are looking for a self-motivated person to head up our work with older people, local agencies and decision makers in the North of England.

As our part time North of England officer, you would lead on specific projects, particularly those working directly with older activists, groups, networks and forums to improve local provision of practical housing services for older people. You would also contribute to our wider efforts to improve the policy and practice links between housing, health and care.

We are looking for someone with strong interpersonal skills, able to work well with a wide range of people and organisations, with good communication and writing skills. Knowledge about housing, planning, ageing and related policy and practice is essential.

Very importantly, you need to have commitment and drive to improve older people's lives.

### ***Interested?***

*Then read on to find out more about Care & Repair England and this post.*

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# About Care & Repair England

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## Background

Care & Repair England is a small national charitable organisation set up in 1986 by Shelter and Hact to tackle the neglected problem of low income older homeowners who lived in the worst housing conditions. Its main initial work was to set up independent, voluntary sector, locally run Care & Repair schemes. These helped older people to carry out essential repairs and adaptations to their homes, as well as helping older people obtain the financial & practical support that they may require to live independently. Its work has since broadened to increasingly focus on working alongside older people to influence policy and practice, as well as to pioneer new approaches and service provision, the latter in partnership with local providers.

## Our Purpose

Care & Repair England innovates, promotes and supports practical housing initiatives, and the related policy and practice, which enable older people to live independently in their own homes for as long as they wish. Its particular focus is on disadvantaged older people living in ordinary, private sector housing.

## Intended Outcomes

- More older people live in safe, suitable homes that enable independence and control in later life.
- More older people have decent living conditions in a home of their own choosing.

## Our Values

- Enabling independence and dignity in older age.
- Co-production with older people with related lived experience.
- Focus on whole quality of life.
- Equality and anti-discriminatory practice in all that we do.

## **Our Objectives:**

1. Work with older people to identify what they need in order to live independently and well in their own homes; promote/ support/ develop solutions.
2. Raise awareness of the scale/ nature of impact of poor & unsuitable housing on the health and well-being of older people; work with them to influence change in practice and policy.

## **Structure**

Care & Repair England is a Registered Society with Charitable Status. Ultimate responsibility for the organisation rests with the Board who are all members of the Society.

## **People**

There is a small core staff (CEO, Company Administrator, Head of Programmes), a Housing & Ageing Regional Officer based in the North West (this post), a consultant who leads on the Catch 22 programme, flexible administrative and ICT support, plus associates who undertake work on a freelance basis. The organisation's registered office is in Nottingham from which base the Company Administrator/ admin. support operate. Other staff work from home in the SW, NW and SE.

## POSTHOLDER QUALITIES - SUMMARY

A strong interest in and commitment to Care & Repair's England's purpose and values is essential, as are:

- The ability to identify opportunities for impact and change and to work collaboratively with older people to bring about such change
- The skills to network effectively, build positive relationships and work with a wide range of stakeholders across sectors and disciplines
- The experience and understanding of systems that enable you to operate effectively as a member of committees, boards, action groups and wider forums in a way that contributes to achieving clear objectives
- Solid knowledge and understanding of housing and related policy and practice
- Clear, strategic, analytical thinking
- Experience of implementing projects and programmes which have set, timed and measurable Outcomes, Aims, Objectives and Outputs
- Being able to write clearly for a range of audiences and media
- Good presentation capability and group facilitation skills

## JOB DESCRIPTION

### **The Housing & Ageing Regional Officer North of England is responsible for:**

1. Implementation of specific projects and work programmes, particularly those involving older people's groups, forums and networks.
2. Initiating and contributing to the documentation, monitoring and evaluation of particular projects and programmes as well as contributing to the development and planning of new projects.
3. Networking and co-operating with older people's groups, statutory and voluntary organisations and wider stakeholders in order to promote the development and implementation of agreed projects and work programmes.
4. Writing a range of materials e.g. self-help guides for older people, documenting local action by older people's groups, drafting responses to Government consultations and related policy documents.
5. Contributing to the promotion and dissemination of information about the projects, resources, publications and wider activities of Care & Repair England e.g. through social media.
6. In consultation with the CEO, taking a lead on the policy area of health/ housing/ care integration and interconnections, including promoting/ influencing development of new policy and practice in this area.
7. Representing Care & Repair England and the interests of older people at a range of national forums, occasionally deputising for the CEO at a range of policy forums and task groups.
8. Contributing to the furtherance of Care & Repair England's wider aims and objectives e.g. through participation in profile raising events, attendance at events and occasional public speaking.

### **MAIN TASKS**

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#### ***The Housing & Ageing Regional Officer North of England is responsible for:***

- Implementation of agreed project plans, ensuring that activities are carried out effectively, activities documented, progress monitored, reported and evaluated.
- Working with older people, their groups, networks and forums, particularly in NW and Yorks & Humberside, to improve housing and housing related provision for older people.
- Working with the local providers of housing services for older people, particularly local Care & Repair and other home improvement agencies, helping to support innovation, good practice and

collaborative activities, as well as promoting the impacts and value of such services to planners, funders and commissioners.

- Undertaking specific outreach activities with a range of stakeholders, including NHS, Social Services and housing providers, as a way of improving integrated working e.g. promoting inclusion of housing help for older people in health and care pathways
- Raising the profile of local HIA services and the housing activities undertaken by older people's groups and forums through all appropriate means – publications, presentations, representation in public forums, social media etc.
- Ensuring that local and regional stakeholders are regularly informed of emerging housing and related issues, local innovation and wider project progress.
- Maintaining contact with North region members of the national Older People's Housing Champions network; contribute to related meetings and events.
- Developing and maintaining good relationships with older people, funding partners and other stakeholders, and working in partnerships, in order to achieve current project aims, as well as generating new project ideas.
- Representing the interests of older people, and furthering achievement of Care & Repair England's aims and objectives, through involvement in a variety of forums, reference groups and committees.
- Maintaining an up to date knowledge of policy and practice in the fields of housing, health, social care and ageing, utilising this knowledge to identify possible new North projects and activities.
- Undertaking occasional production of reports/ other written materials; seeing these through to publication and dissemination.
- Contributing to Care & Repair England and other web-based information e.g. Champions blog.
- Identifying and alerting the CEO to opportunities which would further the aims and objectives of the organisation.

*The above list is not exhaustive – Care & Repair England is a dynamic organisation active in an operating environment which is subject to rapid change. It therefore has to evolve and develop in response to such shifts, hence the role of the Housing & Ageing Regional Officer North of England will evolve accordingly.*

**NORTH OFFICER ACTION- INTENDED OUTCOMES AND AIMS OF ACTIVITIES**

<b>Intended Outcomes resulting from the activities undertaken by North officer</b>
1. Older people, particularly disadvantaged groups, are able to live independently and well in a home of their choice through having access to practical housing related help and support.
2. Older people's health and well-being is improved (e.g. by integrating housing help into health and social care provision).
3. The quality and suitability of private sector homes lived in by disadvantaged older people improves.
4. Older people are able to make a more informed decision about where and how they live.
5. Policy and practice (particularly in the North) concerning housing and independent living in later life is based on the views of a diverse range of older people, including disadvantaged and marginalised groups living in poor housing.
<b>Main aims of the activities undertaken by North officer</b>
<ul style="list-style-type: none"> <li>• Improved availability of practical, affordable home improvement agency and handyperson services for disadvantaged older people, particularly for low income home owners.</li> </ul>
<ul style="list-style-type: none"> <li>• More older people are able to make a more informed decisions about their later life housing as a result of improved access to information and advice (including peer to peer transfer).</li> </ul>
<ul style="list-style-type: none"> <li>• More older people are able to leave hospital and return to live in their home safely through more integrated delivery of practical housing help.</li> </ul>
<ul style="list-style-type: none"> <li>• Local older people's groups and forums effectively influence decision making about housing and housing related policy and practice affecting those in later life.</li> </ul>
<ul style="list-style-type: none"> <li>• The evidence base around 'what works' with regard to improved mainstream housing and better is improved through engagement with local older people's groups and service providers .</li> </ul>

## PERSON SPECIFICATION

**E=Essential**

**D= Desirable**

### A. Skills

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**Clearly demonstrate the following skills:**

1. Excellent interpersonal skills and the ability to communicate at all levels. **(E)**
2. Analytical thinker and strategist with ability to identify opportunities to influence change. **(E)**
3. Self-motivated, with ability to structure and deliver a work programme and achieve strategic objectives. **(E)**
4. Self-motivated with excellent time management, able to work independently with limited direct supervision. **(E)**
5. Collaborator - able to build positive working relationships with wide range of people. **(E)**
6. Numerate, with ability to analyse and interpret data. **(E)**
7. Ability to organise and run meetings and small events effectively. **(E)**
8. Excellent written communication skills- able to write in a variety of styles for a range of audiences, from information materials to more in depth reports. **(E)**
9. Use of Microsoft office software including: Word **(E)**, Outlook **(E)**, Powerpoint **(E)** Excel **(D)** Access **(D)** Teams **(E)**

### B. Experience

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**Demonstrate experience of the following:**

1. Experience of working with older people. **(E)**
2. Experience of project management. **(E)**
3. Experience of establishing, facilitating and maintaining effective working relationships with a range of stakeholders and organisations. **(E)**
4. Experience of setting and keeping to targets and deadlines. **(E)**
5. Experience of working with voluntary sector/ charity projects. **(E)**
6. Experience of giving presentations. **(E)**
7. Experience of use of social media/ media relations. **(D)**

## C. Knowledge

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1. Knowledge and understanding of the situations of older people, especially concerning housing and care in later life. **(E)**
2. Broad knowledge of some of the main housing, health and social care policies and practices affecting older people. **(E)**

## D. Qualifications/ Related Requirements

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1. Education - Degree level or Equivalent. **(E)**
2. Willing and able to travel primarily around the NW/Y&H regions, and occasionally to other parts of England (by public transport in most instances). **(E)**
3. Willing and able to work flexible hours. **(E)**

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**E = Essential   D = Desirable**