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| **Our Ref** | **DC.FH.0123** |
| **Closing Date** | **17.00 on 20th Feb 2023** |
| **Term**  | **Permanent Contract**  |
| **Based At** | **The Crescent Building, Northwood Office Campus, Santry, Dublin 9** |

# APPLICANT GUIDANCE NOTES

Please use these notes to assist you in completing your application

Please complete each section of this application as fully and as carefully as possible using black ink. Additional information may be submitted as part of the application as an attachment to this form.

**Incomplete applications will be rejected.**

Criteria may be enhanced to facilitate shortlisting. The panel will shortlist only based on the information provided.

**JOB RELATED INFORMATION**

FOLD Housing provides apartments and houses for older people and families. In addition, the Association provides supported housing with 24-hour care for frail and older people.

FOLD Housing enhances the quality of life for many people in the community by providing a unique combination of accommodation and associated service options. These include: Housing-with-Care and day care for frail older people and people with dementia; sheltered housing; and general needs accommodation for families.

We are now a seeking highly motivated individual to join our development team to assist the department and wider Association in the delivery of superior quality homes for older people in thriving, sustainable communities.

**Development Co-Ordinator**

**Location:** The Crescent Building, Northwood Office Campus, Santry, Dublin 9

**Ref:** DC.FH.0123

**Hours:** 37 Hours per week

**Salary:** €35,218-€40,842 per annum

**Application Procedure:**

Applications can be completed via our website [www.foldhousing.ie/careers](http://www.foldhousing.ie/careers) Alternately hard copy applications should be submitted by email to applications@foldireland.ie, or by post to the HR Department, Fold Housing Association Ireland CLG, The Crescent Building, Northwood Office Campus, Santry, Dublin 9, D09 X8 W3

Closing date for applications is 5pm on 20th Feb 2023

|  |  |
| --- | --- |
| **Personal Details** | **Address Details**  |
| **Title:** | **Number/Street:** |
| **Forename:** | **Address Type (home/other):** |
| **Forename 2:** | **County:** |
| **Preferred Name:** | **Post Code:** |
| **Surname:** | **Mobile/Home Telephone No :**   |
| **PPS No:** | **Email Address:** |
|  |
| **Driving Details (please tick)** |
| **Do you have a full,** **current driving licence? :** **Yes****No** | **Do you have access to a car/are able to fulfil mobility requirements of post? :****Yes****No** |
|  |
| **Interview Adjustments** |
| **Do you need any reasonable adjustments/arrangements at interview? :** **Yes****No****If yes, please provide details? :**  |
| **Eligibility to Work in ROI**  |
| **Do you require a permit/visa to work in ROI ?** | **Yes** **No** |
| **If yes, do you hold a permit/visa to work in ROI?** | **Yes** **No** |
| **If yes: Please state start/end dates and any restrictions that apply:** |

**Section 1 - Personal Details**

**Section 2 – Education/Qualifications**

**Please provide evidence of qualifications outlined in the Essential/Desirable Criteria on the Person Specification**

|  |  |  |
| --- | --- | --- |
| **Qualification Obtained** | **Date Obtained** | **School/College/Training Facility**  |
|  |  |  |
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**Continue on a separate sheet if necessary**

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| **Professional Qualifications****Please provide evidence of qualifications if required as part of the essential criteria for the job.**  |
| **Membership Body** | **Membership Number** | **Membership Level** | **Start Date** | **End Date** |
|  |  |  |  |  |
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| **Training** **Please detail any relevant training courses you have attended and include the date the course was completed** |
| **Training Course:** | **Date:** |
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|  |  |
| **Section 3 – Employment History****Are you currently employed? : Yes No** **Please provide details of employment\* starting with your present or most recent job.**  |
| **Employment Details (past 10 years or 6 posts whichever is greater\*)** |
| **Company Name:** |  |
| **Company Address:** |  |
| **Job Title:** |  |
| **Employment Start Date:** |  |
| **Employment End Date:** |  |
| **Outline of Duties:** |  |
| **Salary:** |  |
| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

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| --- | --- |
| **Company Name:** |  |
| **Company Address:** |  |
| **Job Title:** |  |
| **Employment Start Date:** |  |
| **Employment End Date:** |  |
| **Outline of Duties:** |  |
| **Salary:** |  |
| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

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| **Company Name:** |  |
| **Company Address:** |  |
| **Job Title:** |  |
| **Employment Start Date:** |  |
| **Employment End Date:** |  |
| **Outline of Duties:** |  |
| **Salary:** |  |
| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

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| **Company Name:** |  |
| **Company Address:** |  |
| **Job Title:** |  |
| **Employment Start Date:** |  |
| **Employment End Date:** |  |
| **Outline of Duties:** |  |
| **Salary:** |  |
| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

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| **Company Name:** |  |
| **Company Address:** |  |
| **Job Title:** |  |
| **Employment Start Date:** |  |
| **Employment End Date:** |  |
| **Outline of Duties:** |  |
| **Salary:** |  |
| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

**(Please continue on another page if necessary)**

**Section 4 - Additional Information**

Please indicate the reasons for seeking this position applied for:

|  |
| --- |
| **Additional Information**  |
| **Please refer to the personnel specification and provide details of how you meet the criteria:****(Please continue on another page if necessary)** |

**Section 5 – Referees**

Please give the full names and addresses of 2 referees one of whom should be your **present or most recent employer**. References from relatives will **not** be accepted.

|  |
| --- |
| **Referee 1:** |
| **Referee Name:** |  |
| **Referee Job Title:** |  |
| **Reference Type:** |  **Character Business**  |
| **Number/Street:** |  |
| **Local Area:** |  |
| **Post Town:** |  |
| **Post Code:** |  |
| **Country:** |  |
| **Referee Contact Number:** |  |
| **Referee Email Address:** |  |
| **May we contact prior to interview?** | **Yes No** |
| **Referee 2:** |
| **Referee Name:** |  |
| **Referee Job Title:** |  |
| **Reference Type:** |  **Character Business**  |
| **Number/Street:** |  |
| **Local Area:** |  |
| **Post Town:** |  |
| **Post Code:** |  |
| **Country:** |  |
| **Referee Contact Number:** |  |
| **Referee Email Address:** |  |
| **May we contact prior to interview?** | **Yes No** |

**Section 6 – Additional Information**

Due to the nature of the work you are applying for, you must disclose ALL criminal convictions and cautions that are not ‘protected’. In addition, if you have any charges outstanding this information must also be declared.

|  |
| --- |
| **Garda Clearance (please tick P):** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? Are there any charges outstanding?If you have selected yes, and are successful at interview, you will be required to fill in a Confidential Enquiry Form. |

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 **YES**  |  **NO**

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| Are you a previous employee? |

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**YES** |  |

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**NO** |  |
| Are you related to any employee or Board Member of Fold Housing? |

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| --- |
|  |

**YES** |  |

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|  |

**NO** |  |
| Do you or any member of your family have any connections/contracts with Fold Housing? |

|  |
| --- |
|  |

**YES** |  |

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|  |

**NO** |  |
| If Yes to any of the above, please state details: |
| Name: Declaration Reason:Location: Dates: |

|  |
| --- |
| **How did you find out about this vacancy? (Please tick)** |
|  **FOLD Ireland Website** |  **IrishJobs.ie** |
|  **Activelink** |  **ICSH website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Note: The Association reserves the right only to shortlist for interview on the basis of information supplied on this application form. Your application will be held in a manual filing system for three years following the closing date for applications. After this period your file will be destroyed in accordance with FOLD Housing retention policy.

**Warning: By completing and signing (or electronically submitting) this application form you are consenting to the information being held on you as outlined above. This information will not be disclosed to a third party unless we are required to do so under law.**

**Declaration**

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

I have read and understood the requirements and particulars of the appointment which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a pre-employment health assessment and I consent to my doctor being approached for further information, including medical reports if the employer considers it necessary.

**Garda Vetting**

I further understand that the job offer may be subject to a Garda Vetting check carried out by An Garda Siochana, and I am aware that all spent convictions **must** be disclosed. I declare that the information I have given is accurate and I consent to the check being made.

|  |
| --- |
| * **I have** **read and understood the declaration.**
* **I agree that information provided is accurate.**
 |

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**FOLD HOUSING ASSOCIATION IRELAND CLG**

 **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:**   | Development Coordinator |
|    |
| **Department:**   | Development    |
|    |
| **Responsible to:**   | Development Manager  |
|    |
| **Job Purpose:**   | The Development Team is a team of highly skilled, construction and property development professionals tasked with the sourcing and delivery of new housing opportunities, building and maintaining relationships with key stakeholders and developing innovating proposals for delivery of new housing stock.The Development Coordinator will report directly to the Development Manager and will provide assistance and support to the Development Director and team as required. It is a function that enables all experts within the unit to focus on delivering projects while ensuring that the team has the required level of support. The role requires a calm, efficient, organised, highly adaptable, solutions focused person with excellent attention to detail. Good communication is key to this role and effective liaison with both internal and external stakeholders efficiently and effectively is a prerequisite.  |

**Job Summary**

1. The job holder is required to work as part of an established team and to assist the Development Director, Development Manager and Development Officers in the effective co-ordination, implementation and management of development project from inception to handover and final closure.
2. The Development Team act with the highest levels of agency and accountability and operate within a defined performance culture. This performance culture is characterised by open honest communication within the Team environment, a clear heirarcy and clarity of direction.
3. The nature of the work is such that decisions are often required, that direct supervision operates at a minimum level and the post holder should be able to work independently, discreetly, show initiative, enthusiasm and flexibility.

**Principal Duties & Responsibilities**

* To effectively manage the administration section and provide administrative and secretarial services to the Development Director, Development Manager and Development Officers to contribute to the overall running of the function.
* Liaise and coordinate with the Director of Development and Development Manager in the preparation management and coordination of financial analysis, project viability and funding applications.
* Liaise and coordinate with the Development Director, Development Manager and Development Officers in all aspects of the development finance function including the completion of applications to banks and other lenders for grants (SEAI etc) funding, (CAS CALF CREL).
* Coordinate with the Development Director, Development Manager and Development Officers to effectively liaise with the Department of Housing, Housing Agency, HFA , Local Authorities and other stakeholders regarding payments/project stages and responding to RFI’s and statutory returns including providing supporting information and statistics for audit/information to Department of Housing, Housing Agency, HFA , Local Authorities and other stakeholders.
* To maintain detailed spreadsheets, models, business cases, narrative reports for all project/programme disbursements, receipts, payments, loans, income and expenditure, budgeting, services charges etc.
* Liaise and coordinate with the Development Director, Development Manager and Development Officers in the management of risk including the curation and maintenance of project/programme specific risk registers and reports.
* Liaise and coordinate with the Development Director, Development Manager and Development Officers in the management of projects including curation and maintenance of accurate project/programme databases, project milestone trackers and KPIs, property data sets, and regulatory/statutory requirements.
1. **Administration**
	1. Provide confidential secretarial services and administration services to the Director of Development, Development Manager, Sub-Committees and Board of FOLD Housing including attendance at meetings, provision of minutes, servicing of meeting requirements etc. Including attendance at events, meetings, workshops and consultations that may occur outside normal office hours.
	2. Update information on relevant databases including: local and national government agencies, representative bodies, lending institutions, insurance providers, and other technical and housing specific service providers.
	3. Coordinate with the Development Manager and Development Officers to maintain the monthly defects reports and collate and identify any ongoing issues.
	4. Coordinate with the Development Manager and Development Officers to produce reports, statistical information, progress charts, spreadsheets, trends, information packs and other materials as required from time to time.
	5. Coordinate with the Development Manager and Development Officers to create, maintain, and update databases, filing systems, hard and soft copy, records, electronic data and other data stored through other media as required. Continually monitor and audit the internal filing systems and develop and maintain a directory of template documents including a comprehensive version control process
	6. Coordinate with the Development Manager and Development Officers to manage the coding and signing of all invoices and certificates for Directorate, maintaining paperwork in relation to same
	7. Manage the relationship between the Development Team and internal and external Stakeholders
	8. Manage and report on all funding applications and ensure all related queries are managed in a professional and timely manner
2. **Communication**
	1. Acknowledge and manage correspondence, visitors, telephone calls and email monitoring and response for the Director.
	2. Effectively communicate across the Directorate and wider organisation, whilst maintaining confidentiality as appropriate.
	3. Effectively communicate with relevant external bodies as directed.
	4. Communicate and build good working relationships with other directorates.
3. **General**
	1. Undertake activities, where appropriate, representing the Association and Directorate in a respectful and mutually supportive manner to external groups or the general public.
	2. Undertake other delegated duties appropriate to the scope and function of the grade of post including cover duties during periods of absence e.g. sickness, annual leave.
	3. Collaborate with the Development Manager and Development Officers to ensure all procurement procedures are fully implemented when purchasing goods and services.
	4. Collaborate with the Development Manager and Development Officers in procurement exercises to include completing Project Procurement Plans, Pre-Qualification and Tender Assessments and evaluation panels as and when required.
	5. This post has a mobility clause in that the post holder must be prepared to work from any Office and/or Project specific work site, as directed.
	6. This job description is not exhaustive and may be amended to facilitate changes in the better organisation of the Association’s activities and following consultation with the Job Holder.
4. **Essential Criteria** (demonstrate on application form)
	1. A minimum of 3 year’s (in the last 6 years) relevant experience in an office environment supporting a busy team and dealing with a high volume of customer enquiries
	2. Strong financial process knowledge with attention to detail and meticulous record keeping.
	3. Demonstrable experience of working in an environment regulated by set working policies and procedures working with high levels of accuracy and attention to detail.
	4. Excellent level of IT literacy with demonstrable experience of Microsoft Office, to include word processing experience and experience in the use of Microsoft Excel.
	5. Experience of confidentiality, diary management and taking minutes with common sense approach and can-do attitude to all tasks
5. **Additional advancements**
	1. Be well organised with experience working to deadlines.
	2. An interest in operational processes and process improvement.
	3. Team-player happy to roll sleeves up and help with whatever it is that needs to be done.
	4. Exposure to or interest in project management and popular PM methodologies.
	5. Excellent verbal and written communication skills with common sense and can-do attitude approach to all tasks.
	6. Leadership skills, confident, self-motivated and ability to use initiative.
	7. Knowledge and experience of the project lifecycle.

**Please note:**

All FOLD Housing employees have a personal responsibility to promote and to support measures designed to create a working environment that is free from harassment or discrimination on the grounds of religion, community background, gender, marital status, or disability.

This job description is not exhaustive and may be amended to facilitate changes in the better organisation of the Association’s activities and following consultation with the Job Holder.

Successful applicants will be required to complete a Garda Vetting form (NV1). Having a criminal conviction will not necessarily debar an applicant from working with Fold Housing . Disclosure information will be handled in line with the National Vetting Bureau (Children and Vulnerable Adults) Acts 2012-2016.

**Job Specification - Development Criteria – Criteria Table**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Skills & Abilities** |  |  |
| Self motivated | P |  |
| Able to meet targets and manage time | P |  |
| Access to a car or ability to undertake the mobility requirements of this post | P |  |
| Good Project Management Skills | P |  |
| Ability to work as part of a team | P |  |
| Ability to work under pressure and prioritise work  | P |  |
| Ability to prepare feasibility reports | P |  |
| Understanding of drawings and contract documentation |  | P |
| Ability to prepare and maintain a risk register | P |  |
| Able to show initiative, enthusiasm, flexibility and able to work independently when required | P |  |
| Experience and Education  |  |  |
| Minimum of QQI Level 7 in a related discipline A minimum of 3 year’s (in the last 6 years) relevant experience in a business environment supporting a busy team and dealing with a high volume of interactions and enquiries  | P |  |
| IPA Certificate or Professional Diploma in Housing Studies or equivalent  |  | P |
| Minimum 2 years experience within a projectised environment with strong understanding of the project lifecycle |  | P |
| Previous experience within the Housing sector |  | P |
| Knowledge |  |  |
| Working knowledge of EU Procurement/OGP Guidance/CWMF  |  | P |
| Working knowledge of preparation of cash flows and economic appraisals  | P |  |
| Working knowledge of financial monitoring and reporting  | P |  |
| Demonstrable knowledge of the building/development process | P |  |
| Knowledge of framework contracts |  | P |

FOLD Housing operates a 'No Smoking on the Premises Policy'