



MANIFEST

Property & Safer Homes Consultant

Job Description

September 2020

Circa £50k + uncapped sales commission plus statutory pension.

Flexible holidays, laptop, mobile phone or mobile phone line rental contribution.

Home-based, with regular travel to client offices and other reasonable locations

Flexible holiday - Minimum of 30 days plus public holidays

Potential for share option after one year.

Travel expenses covered.

About You

- You will have significant experience in the UK Housing sector, preferably having worked for a Housing Association, ALMO or Local Authority Housing Team.
- You'll possess an excellent understanding of and experience in delivering property compliance, and customer and building safety functions.
- You're dedicated to helping our Clients to ensure that their residents are safe in their homes..
- You're committed to providing an excellent and responsive service to our Clients.
- You have a commitment to learning and continuously developing your skills
- You may already have some relevant technical qualifications and will be committed to maintaining these and developing your competency further.

About the Job

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| Reports to: | Director of Housing Consulting |
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| Line Management Duties: | None |
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- To work alongside the Manifest team, its Associates and subcontract partners to provide expert consultancy on a range of topics relating to Customer & Building Safety and Property Compliance in the UK Housing Sector.
- Support Manifest's clients with a range of consultancy activities including but not limited to:
 - Audit and Critical Friend service review
 - Practical support and advice
 - Service improvement
 - Action Planning
 - Project support and management
 - Interim Management
- Use Manifest's proprietary methodologies and systems of work to deliver services to our clients
- Design and deliver training for clients and staff
- Work with the team to further develop new products and services
- Support sales and marketing activities in a variety of ways including:
 - Attendance at conferences, networking and other promotional events
 - Appropriate use of social media
- Complete reasonable administrative tasks to support the day to day running of the business
- Other reasonable duties commensurate with the role

Continuing Professional Development

There is an expectation that all team members will complete CPD and training activities related to the role to ensure they are able to provide up to date, accurate advice. Reasonable time will be allowed for this and funding for role specific training and development may be available.