

JOB PACK

Assistant Project Manager -
Development

Creating homes.
Building lives.



Jigsaw



ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Location:	Turner House, Leigh, WN7 4LJ
Holidays:	24 days leave per annum plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service (to a maximum of 5 days)
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Jigsaw Benefits:	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, access to the Social Housing Pension Scheme, BHSF membership, enhanced maternity/paternity leave and training/development opportunities.

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit www.jigsawhomes.org.uk/dbs to view the Group's DBS policy statement. Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs
Diversity:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

Development

We are focused, driven and ambitious with our development strategy of building 600 new affordable homes every year across the North West and East Midlands. Our mission is creating homes, building lives and our people are fundamental to helping us deliver our quality sustainable homes. To further expand our industry expertise and in line with our continued growth, we have an opportunity for a talented individual to join our Development Team.

Role Summary

As an Assistant Project Manager, you are responsible for the project management of a number of new build schemes for affordable rent and sale.

You will lead each project team of consultants and contractors to ensure the successful delivery of each new home and carry out financial appraisals to support the pipeline of new homes as well as monitoring project expenditure with live cashflows.

Your effective communication will ensure our internal and external customers are fully informed on the delivery dates of our new homes and that business targets are achieved.

With strong organisational skills you will ensure all compliance and system updates are completed accurately.

Responsible To - Project Manager

MAIN TASKS OR ACTIVITIES

1. To support in the delivery of the Group's Development programme by managing a range of projects to practical completion and beyond.
2. Effective project management of new build development schemes including dealing with cost consultants, design consultants; contractors; solicitors; vendors and estate agents. Ensure compliance with all legislative regulations (Planning, Building Regulations and CDM Regulations).
3. Ensure that all Group objectives are met for timescales, budgets and quality standards by leading the project teams internally and externally.
4. Carry out financial appraisals using Proval software and manage ongoing cash flows using Sequel software.
5. Work with Homes England to ensure that all targets are met and assist in the on-going communication with the above in relation to current and new programmes. Ensure that all projects are delivered successfully achieving key outcomes through IMS system measurements.
6. In conjunction with consultant teams, manage the procurement of contractors in accordance with Jigsaw's requirements.
7. Maintain a close working relationship with the Group's Asset Management and Neighbourhoods Department in order to ensure both departments' requirements are built into the Group's schemes.
8. Inspect building work during construction and attend monthly site meetings. Ensure that all relevant paperwork is made available prior to handover. Accept completed work from contractors on behalf of Jigsaw and advise all other interested parties of their responsibilities in respect of occupation, insurance and grant claims.

9. Ensure that all action taken is in accordance with the Homes England Capital Funding Guide, Employer's Requirements and the Group's Internal Development Procedure Guide.
10. Positively promote the Group and its member organisations to key partners and stakeholders in order to develop effective working relationships.
11. Assist Operations Director of Development/Assistant Director of Development in preparation of Board Reports, ensuring Board approval has been obtained at relevant points in the development process.
12. Ensure that all action taken is in accordance with Homes England, the Capital Funding Guide, the Group's Internal Procedure Guide and the Employer's Requirements.
13. Keep abreast of current practice in matters relating to affordable housing building and development work and new initiatives. Advising the Operations Director/Assistant Director of Development if any part of the Employer's Requirements becomes out of date.
14. Follow all Group policies and procedures in accordance with the role. Complete mandatory training when requested to ensure compliance with Group policies and procedures.
15. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
16. Carry out any other duties which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive, Group Director of Development & People or Operations Director of Development or commensurate with the position.

Candidate Requirements

Candidate Requirements:

- Effective communicator
- Confident and self motivated
- Problem solver
- Ability to work on own initiative & be a team player
- Good negotiation skills
- Full, valid UK driving licence with access to own vehicle
- Qualified at undergraduate degree level or equivalent (preferable)

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



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Regulated by the Regulator of Social Housing Registration No. LH 4345
Registered under the Co-operative and Community Benefit Societies Act 2014 Registration No. 29433R



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