

RURAL URBAN SYNTHESIS SOCIETY

Rural Urban Synthesis Society Limited (RUSS)

Position – Managing Director (transitional)

Purpose

The purpose of the role is to work with RUSS's Board, consultants, working groups and members to establish RUSS as a competent housing organisation which owns and manages community-led homes.

This will include implementing the business plan and working with the Church Grove Project Board to steer the Church Grove development to completion through efficient financial and operational planning and control.

You will be taking over from our previous Operations Director, who will assist you in settling into the role. You will be supported by a team of highly committed volunteers, a part-time Client Representative for the Church Grove project, the Church Grove Project Board, the Finance and Audit committee and the Board of Trustees.

Post reports to:

RUSS Board, and the Chair between Board meetings

Line-Management responsibilities:

- part-time Client Representative for the Church Grove project

and, following recruitment in spring/summer 2022:

- Manager of Volunteers (part-time)
- Manager of Self-builders (part-time)

Job Description – Key areas of responsibility

1. Operational Strategy and Financial Management
2. Governance, strategic oversight, compliance and risk
3. Stakeholder engagement

1. Operational Strategy and Financial Management

- in conjunction with the Board and its subcommittees, work to achieve a whole estate approach to management and maintenance at Church Grove, considering the requirements for the 16 fixed equity leaseholders, the 12 shared ownership leaseholders, the 2 rented shared flats and the 6 socially-rented flats
- (if a preferred option has yet to be agreed by the Board at the time of appointment:) set out the business case and options appraisal for the preferred option for management and maintenance (four options identified at the time of drafting this); and secure board approval
- advise the Board on potential management and maintenance providers, interview shortlist, identify preferred willing candidate, and secure board approval for further negotiation
- negotiate with the preferred RP/Lewisham re sale of leases on the 8 rented flats

- oversight of leases, marketing, disposals and letting (understanding RUSS's resale covenant and legal issues)
- negotiate and set up a five-year SLA as determined by the approved option
- in conjunction with the Board and its subcommittees, establish all necessary housing management policies (in particular rent-setting and income recovery; rent collection – annual updates, charging and collecting, including calculating shared ownership rents each year; shared equity lease management; addressing applications to sell the property, and requests to purchase additional tranches; housing service charges – contract management, calculation, and meeting statutory requirements for timely notifications and billing, incl. s. 20 procedure; rechargeable works and services)
- ensure all maintenance policies and procedures are in place and operating smoothly
- establish nominations process for socially-rented flats with LB Lewisham
- oversee equity in allocations
- ensure Church Grove project is delivered on plan, budget, agreed deliverables and contract sum.
- liaise with the RUSS board, the Finance and Audit Committee and the external accountants, reporting progress as necessary.
- manage all budget and financial processes, including annual audit (Dec-March)
- regularly liaise with all funders and lenders to ensure timely draw-down of loans and grant, and ensure that all terms of loans and grants and development agreements are complied with
- provide leadership for staff
- ensure fit-for-purpose IT and other operational infrastructure.

2. Governance, strategic oversight, compliance and risk

- ensure the organisation operates within legal and statutory frameworks
- oversee RUSS organisational risk management, health and safety (including of external contractors) and ensure adequate insurance is in place.
- Identify, develop and direct RUSS's strategic objectives in conjunction with the Board of Trustees, initially through a governance review, aligned with the Business Plan.
- Plan and direct the achievement of RUSS's objectives
- attend RUSS board meetings as required, and provide a quarterly update on delivery against the Business Plan, reporting on progress against the operational plan

3. Stakeholder engagement

- Build and maintain positive and effective relationships and communication with key external stakeholders in order to understand their concerns and maintain a positive profile for RUSS.
- Develop partnerships with outside organisations that add value to RUSS' work.

Monthly, routine:

- LB Lewisham (including Development Agreement, Social Rent nominations, and rental sub-lease)

- GLA (Grant claim process & reporting, SO Lease negotiations)
- Loan Funders (Triodos, BII, CAF, CO-OP) payments claims/reporting
- Liaise with future residents of Church Grove

Ad-hoc, as required:

- Mortgage lenders & insurers, supporting sales transactions
- All local neighbours (including due diligence of contractor engagement)
- Networks (London CLH, National CLT Network, London CLH Hub)

No leadership role profile can cover every issue which may arise and the postholder is expected to be sufficiently flexible to carry out other duties as required from time to time.

Person specification

| Skills | Essential | Desirable | How assessed? |
|---|-----------|-----------|------------------|
| Suitable relevant qualification and or significant relevant experience in Housing | ● | | CV |
| Understanding of the community-led housing sector | ● | | Interview |
| Understanding of finance in both housing development and management | ● | | CV |
| Sufficient legal understanding around landlord and tenancy law and asset management to be able to brief and manage legal advice | ● | | CV and interview |
| Ability to draft and codify housing management and maintenance policies co-produced with residents | ● | | CV |
| Strategic thinking and facilitating collaborative decision-making | ● | | Interview |
| | | | |
| Experience | Essential | Desirable | How assessed? |
| Working collaboratively with multiple stakeholders and establish and maintaining strategic relationships | ● | | CV and interview |
| Responsibility for leading a team/managing others | ● | | CV |
| Working with a volunteer management committee or board | | ● | interview |
| Working with diverse groups of people including volunteers | | ● | CV and interview |
| Marketing, lettings & sales and facilities management experience to ensure effective completion and handover of new buildings. | ● | | CV and interview |
| Experience in at least some of the following areas: <ul style="list-style-type: none"> • Strategic management and planning • Risk management and corporate governance • Knowledge of managing the delivery of complex housing developments including complex budgets | ● | | interview |

The successful candidate will be able to demonstrate these core behaviours

- Share RUSS's values and passion for empowering communities and building affordable, sustainable neighbourhoods
- Able to work independently, manage own workload and prioritise competing demands
- Able to collaborate and work in a team
- Strong written and verbal communication skills
- Creative, problem-solving approach
- Willingness to work flexibly
- Committed to making a positive social impact
- Valuing equity and diversity in all aspects of the job

Time

Part time role for 12 months starting as soon as possible

- ❖ Maximum 24 hours per week on average, 96 hours per month

Salary

- ❖ Range: £3,000 - £5,000 per month, subject to experience (0.6 x Full time equivalent salary and benefits.)

RUSS is willing to consider this as a fixed term appointment or freelance consultancy in discussion with the successful applicant. RUSS is willing to discuss flexibility regarding 2 or 3 days per week.

Equality and Diversity

RUSS is committed to Equality and Diversity. You can read our policy [here](#). RUSS is working to increase representation of BAME communities and women internally and within the wider community-led housing sector. As such, RUSS is particularly keen to receive applications from these demographics for this position.

Please contact us to discuss any access adaptations needed to enable you to apply for or carry out this role.

For more information and an informal chat about this role please speak with the current Client Rep, Dinah Roake Dinah@theruss.org.

How to apply

Please send your CV (no more than 3 A4 pages) and covering letter (750 max. words) outlining your experience and how you meet the requirements of the role and the person specification to info@theruss.org

Please provide 2 recent references. We will only take up references after interview.

Closing date: 12 noon, Friday 22 April 2022, the recruitment process may be closed earlier if a suitable candidate is identified.

Shortlisting: 23-24th April 2022

Interviews: will be held on Tuesday 3rd and Wednesday am 4th May 2022.

Preferred candidates will then have the opportunity to meet the RUSS Board on the evening of Thursday 5th May.

Background to the post

We are recruiting for an experienced housing professional, for the role of Managing Director (Transitional) for RUSS, with particular focus on completing the delivery of our Church Grove project of 36 flats and the smooth transfer and occupation. We anticipate that the role will require 2-3 days per week.

This is a fantastic opportunity for someone who wants to participate and improve their knowledge of the management and maintenance for alternative housing models and be part of a cutting edge, high profile community-led housing project.

RUSS is a charitable organisation run by volunteers, who expect their paid staff to provide guidance and facilitate learning. This role requires someone who understands the need to synthesise information clearly for a voluntary organisation as well as demonstrating a high level of project management skills and collaborative working with other professional members of the team as well as the varied client-side interests.

The construction of the Church Grove project commenced in October 2021, and is due to complete in May 2023, with self-build works being carried out under sweat equity licenses from November 2022 to May 2023. It is for 36 flats, all at affordable tenures, with associated shared uses such as a laundry, community office, a guest flat and community food producing gardens.

The current Client Rep is retiring in 2022, although she will be supporting us through a transitional period whilst we recruit new staff.

The Church Grove Project Board acts as client for the project and provides oversight for the project, with delegated authority from the main Board of Trustees of RUSS, set out in the Terms of Reference. The Project Board supports the work of the Client Rep and the Working Groups on Resident Build, Housing Management and Community Hub planning and operations.

The RUSS Board has 11 volunteer trustees, and new trustees will be recruited at the AGM in June each year.

Please see www.theruss.org for more details about RUSS and the Church Grove project

ADDITIONAL INFORMATION ON CGP PROFESSIONAL TEAM APPOINTED AND THEIR SCHEDULE OF SERVICES, to note:

| ROLE | ORGANISATION | Summary of the Activities in the Consultants Appointment's Schedule of Service (<i>*see full Appointments in "CGP – CHURCH GROVE PROJECT\11 Consultants & Appointments\Appointments Control\SIGNED APPOINTMENTS"</i>) |
|--|-------------------------|--|
| Quantity Surveyor; Project Manager; Employer's Agent; Monitoring Surveyor | Stockdale | <ul style="list-style-type: none"> • Undertake QS duties including Valuations, final account and retention all to be carried out in accordance with RICS regulations. • Administer the terms of the JCT Design and Build contract during the progress of the work including issuing instructions, Changes, assessing claims etc and the issue of interim payment notices and other certificates as necessary • Provide monthly progress reports to Client during construction stage, including attending monthly Church Grove Project board meetings • Receive design information from the contractor, issue to client and arrange for comments and communications to flow appropriately from the client and its technical advisors. • Share reports with Triodos Bank UK, including: <ul style="list-style-type: none"> • the "Cost to Complete Schedule". • at practical completion: <ol style="list-style-type: none"> a) Relevant certificates (including practical completion certificates) b) Relevant statutory and non-statutory consents; c) A defects schedule or "snagging list"; d) A financial report charting the performance of the project cashflow; e) A statement of discharge of all conditions; f) A copy of the Health and Safety file; and g) Operations and Maintenance manuals, or confirmation that the Health and Safety file has been completed and where Client holds the file |
| Technical Advisor for Architectural matters | Shepherd Epstein Hunter | RIBA Stages 5-7 - Minor Material Amendment scheme (2021-2023), Design & Build – Technical Advisor, to assist the Employers Agent (18 months from start on site) <ul style="list-style-type: none"> • Provide responses to contractor's Technical Submittals • Any work is to be agreed first with the Employer's Agent and Client |
| Technical Advisor for Mechanical & Electrical Engineering matters | Ritchie + Daffin | <ul style="list-style-type: none"> • Provide responses to contractor's Technical Submittals • Inspect quality of works, snagging • General liaison with EA • Work with RUSS and its Self-Build Manager |
| Clerk of Works | Beamore Management | <ul style="list-style-type: none"> • The Employers Clerk of Works shall generally be checking that the building is being built in accordance with all contract documents. |