



# HOUSING DEVELOPMENT SUPPORT OFFICER

## Recruitment pack

### Homes in Somerset

Bridgwater House, Kings Square,  
Bridgwater, TA6 3AR

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**Penlea House Development**



**Woolavington Estate Walkabout**



**Carrots Farm Handover**



**Highbridge Estate Walkabout**



**West Bow House Customers**



**2024 Garden Competition**

## Welcome to Homes in Somerset

Dear Applicant,

Thank you for your interest in working with us at Homes in Somerset. This is a great opportunity for an outstanding professional to join us at an exciting time.

Homes in Somerset is seeking to appoint a Housing Development Support Officer within our Housing Development Team.

The position is for an initial fixed term until the end of March 2026.

This is an exciting opportunity for a motivated and committed person to join our rapidly growing Housing Development Team. You will have a hands-on role supporting the team to deliver new council homes across Somerset.

It is a rewarding role within a very busy service area, so the successful applicant will need to be an effective communicator with good problem-solving skills who is able to work on their own initiative and within diverse multi – disciplinary teams.

We want individuals who are enthusiastic about housing and communities and who can demonstrate a track record of delivering excellent customer service, who can prioritise their workload to get the best outcomes. Experience of working with a range of partners is key. As well as a background of working within Housing would be a distinct advantage.

The successful candidate will be joining an organisation committed to colleague engagement, where every colleague is valued and heard. We can offer you excellent professional development, training, and support to enable you to achieve your full potential.

If this role excites you and you are keen to join a passionate team of people working for our customers and a leading Arm's Length Management Organisation (ALMO) then we look forward to hearing from you.

Within this pack are all the details about the role and the recruitment process and key dates. However, if you require any further information or would like to discuss the role with our Chief Executive, Peter Hatch, please contact us by emailing [Jobs@homesinsomerset.org](mailto:Jobs@homesinsomerset.org).

We look forward to receiving your application.

With best wishes,

Julia Paling - Head of People & Communications

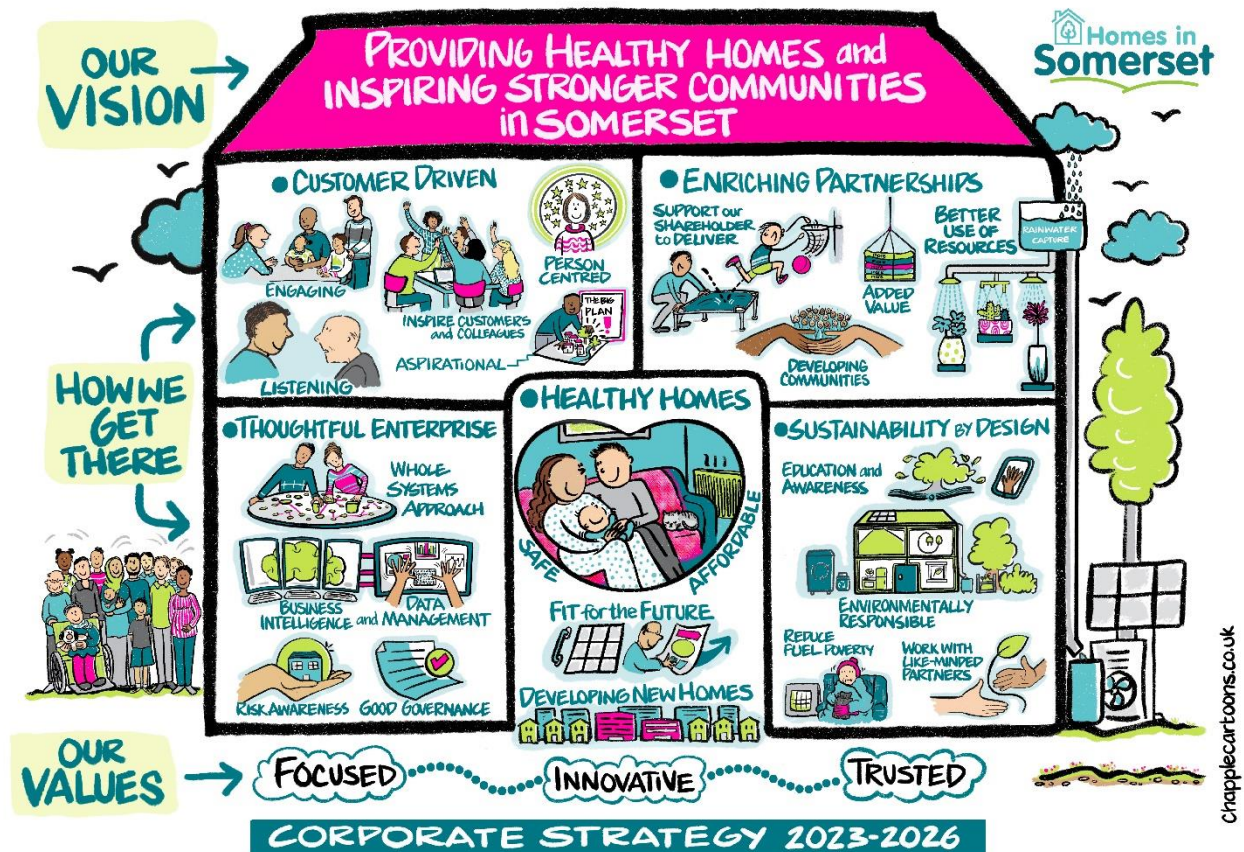


## About Homes in Somerset

Here at Homes in Somerset, our customers are at the heart of everything we do. We are one of the largest housing providers in Somerset, managing more than 4,000 properties on behalf of Somerset Council. We ensure good quality and safe homes are provided to the people who need them most.

We've recently been re-assessed an Investors in People Gold Award employer, and we've got big plans for the future.

## Our current strategy



**FOCUSED**

**INNOVATIVE**

**TRUSTED**

## Role Profile

Job Title: Housing Development Support Officer – FTC March 2026

Salary: £28,142 to £29,540 depending on experience

Annual Leave: 25 Days plus bank holidays

Car Allowance: Generous mileage allowance

## What's the role?

### You will:

Support the Housing Development Team with the housing delivery of a significant new housebuilding programme. Support the coordination activities across the team with project administration, contract coordination and budget tracking.

## What will I have to do?

- To be part of the housing development team to support the delivery of new build housing projects to ensure projects are delivered within agreed timescales, budgets and meet required quality standards.
- Maintain project information and files.
- Coordinate administration of development related meetings, minutes and agendas.
- To deal with financial responsibilities such as raising, processing orders and invoices along with tracking project expenditure.
- To produce regular reports on project progress as required.
- To attend site visits and project review meetings when required.
- To attend meetings with partners and stakeholders when required.
- To assist and support community consultation events.
- To coordinate communications with local residents and others.
- To coordinate the effective handover of new homes once built.
- To monitor and coordinate the post-handover end of defects period.

## What do I need to be successful?

### Qualifications and Experiences

- 5 GCSEs including Maths and English at A-C, or equivalent.
- Strong IT skills.

### Personal Requirements

- Demonstrable interpersonal and communication skills.
- Must be able to work on own initiative as well as part of a team.
- Must be confident working with a range of people and stakeholders.
- Able to plan and organise your work and your time effectively.
- Ability to build and maintain solid working relationships.
- Flexible and adaptable.
- Able to use own initiative and creative in problem solving.
- Open to change, innovation and improvement.
- You are enthusiastic and take pride in your work.
- Ability to think differently and comes up with a range of ideas and proposes well thought out solutions.

## How will I evidence my success?

- Support the successful progression of the portfolio of new build housing developments
- Build strong relationships and rapport with team members and other teams across the organisation and with partner organisations.
- Provide excellent service to all our customers and contribute to the continual improvement of the services we deliver to all our customers, both internal and external.

## What we offer

We want Homes in Somerset to be a great place to work, where colleagues are proud to work for the organisation. As well as working alongside some amazing colleagues to provide great services to our customers, we offer a range of benefits.



- We recognise the importance of a work life balance and our hybrid working policy allows you to adapt.
- Up to date, modern equipment provided whether working at home or in the office. We also offer a contribution towards the cost of a desk.
- Generous holiday allowance which rises with service.
- You'll be auto enrolled into the Local Government Pension Scheme where we will contribute 19.9% of your salary.
- We pay more than the statutory parental leave and work with you to balance work and life commitments.
- We offer a 24-hour helpline and access to welfare and lifestyle advice, including counselling. We have also supported colleagues to become Mental Health First Aiders.
- Great learning and development opportunities.
- We celebrate success linked to our values including HiS Heroes and long service.
- If your role requires a certain amount of travel, you will receive a car allowance.
- Access to discounts for sport, leisure, and entertainment activities.

## Recruitment Timetable

Activity	Proposed Dates
Recruitment opens	Friday, 15 August 2025
Closing date	Sunday, 31 August 2025
Shortlisting	w/c Monday, 1 September 2025
Formal interviews	Thursday, 11 September 2025

## How to Apply

To apply, please visit the vacancies section on [our website \(www.homesinsomerset.org\)](http://www.homesinsomerset.org) Click on the Menu button, and under the section 'Work with Us' you will find Vacancies, open this up, find the relevant vacancy and select the 'apply now' button to complete your application.

You will be asked for full contact details for two referees (including your current employer if applicable). Please note we will not request references without your prior permission.

All appointments are subject to two satisfactory references, a DBS check and access to a vehicle for work purposes.

Our address should you need it is:

The People Team, Homes in Somerset, Bridgwater House, Kings Square, Bridgwater, TA6 3AR

The closing date for applications is **Sunday, 31 August 2025, at 5pm.**