



Phone: 0800 585 360

Email: jobs@homesinsomerset.org



Housing Development Coordinator (6-months)

Recruitment Pack





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.

This six-month interim role supports the Housing Delivery Team to deliver a significant programme of new homes. The postholder will provide effective project coordination and administration, including maintaining records, organising meetings, monitoring budgets and progress, liaising with residents, partners and stakeholders.

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, please contact us by emailing Jobs@homesinsomerset.org.

We look forward to receiving your application.

With best wishes,

Julia Paling

Head of People and Communications



About Homes in Somerset

Here at Homes in Somerset, our customers are at the heart of everything we do.

We're soon to become the largest housing provider in Somerset. We are proud to build stronger communities through providing great homes. We are driven to be the best managing agent in England, and we plan to do this by upholding our values and working towards three core strategic themes.

Just a few of our accolades include a Top 50 Landlords Award, Investors in People Gold Award and a gold RoSPA Award for health and safety performance, and we've got big plans for the future.

Our current strategy



FOCUSED



INNOVATIVE



TRUSTED

Role Profile

Job Title: Housing Development Coordinator

Contract Type: Fixed Term – 6 months

Salary: £28,142 - £29,540

Annual Leave: 25 days per annum

Role Purpose

You will support the Housing Development Team with the housing delivery of a significant new housebuilding programme.

This role will also support the coordination of activities across the team with project administration, contract coordination and budget tracking.

The Role

Key Accountabilities:

- Be part of the housing delivery 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 will bring:

- 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.
- 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.

Knowledge, Skills and Experience

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



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 17.4% 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.
- Access to discounts for sport, leisure, and entertainment activities.



Recruitment Timetable

Activity	Proposed Dates
Recruitment opens	4 August 2026
Closing date	18 August 2026
Shortlisting	19 August 2026
Formal interviews	WC 24 August 2026

How to Apply

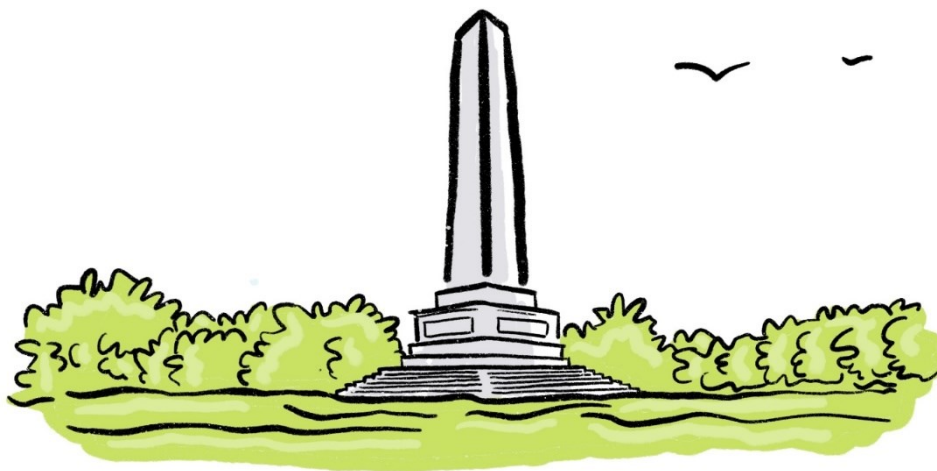
To apply, please visit the vacancies section on [our website](#). Click on the Menu button, and under the section 'Work with Us' you will find Vacancies, open this up, find the relevant vacancy and select the 'apply now' button to complete your application.

All appointments are subject to two satisfactory references, a DBS check and proof of your Right to Work in the UK. If required for the role, access to a vehicle is essential.

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 **Tuesday, 18 August 2026 at midnight.**



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