



**Saint John of God Housing Association clg**

## DEVELOPMENT OFFICER



The Saint John of God Housing Association provides homes for people with intellectual disabilities, people with enduring mental health issues and elderly people. We have ambitious plans, in a challenging environment. We are a small, friendly team. Our successes have shown we can deliver, but we need to expand to meet our goals.

**We have an opportunity for a Development Officer.**

This person will report to the Development Manager, and assist him with various aspects of:

- **Pipeline:** Finding and viewing possible sites and acquisitions. Work closely with staff of our sister company St. John of God Community Services (SJOG Community Services), such as Occupational Therapists, on the selection of suitable locations for new community housing. Arranging valuations
- **Acquisition:** Dealing with solicitors, estate agents, local authorities, Dept of Housing for capital funding and the HSE
- **Proposed building works:** Agreeing design with Community Services, tendering for Design Team, communicating with neighbours, securing planning permission, assist with tender for contractor(s),
- **Project Management:** Monitoring progress, broker optimal design with design team; attending site meetings, arranging payment of staged invoices; attention to stakeholders' interests; assist with presentations to the Board; monitor construction Health and Safety, including the handover of new buildings after construction/refurbishment work;
- **Payment:** Obtaining draw-down from local authority with all required documentation: deed registration, insurance documentation, surveyor and architect reports etc

### **The ideal person:**

Please send us your CV if you have:

- Honours degree in Housing, Planning, Construction or a related discipline
- At least 3 years' experience in social housing
- Commitment to social justice and excellence for all
- Ability to retain focus while working independently
- Long -term thinking, immediate efficiency

It would be an advantage if you have:

- Experience of working in the disability sector
- Experience of working with local authorities

You must live in Ireland, have a full driving license and access to your own car.

The position is largely homeworking with an office base in Tallaght, Dublin 24.

The salary will be between €32,000-€44,000 depending on experience and qualifications. There is a company pension available.

The role is full-time 37 hours per week. Occasional evening work is required.

Informal enquiries to Sean Crowley at [sean.crowley@sjog.ie](mailto:sean.crowley@sjog.ie)

Please send your CV and a cover email to [housing@sjog.ie](mailto:housing@sjog.ie). We will be using shortlisting.

Saint John of God Housing Association is an equal opportunities employer.



Hospitality ~ Justice ~ Compassion ~ Respect ~ Excellence