



Job Description

Position – Senior Programme Manager

Salary - Based on experience

Location –Auckland, and available for travel

Term & Hours – Perm, Full Time (40hrs p/w)

About CHA

Community Housing Aotearoa (CHA) is the peak body for New Zealand's community housing sector. It advocates on the sector's behalf to Government and others. It builds the reputation of the sector by showcasing its achievements and reinforcing its business and community models.

CHA Vision: All New Zealanders are well housed.

CHA Mission: Supporting the growth and development of community housing in New Zealand.

CHA's objectives are:

1. to be the **voice** of the community housing sector
2. to build **capacity** and foster collaboration
3. to promote best practice in housing **policy**
4. to champion quality and **excellence**

CHA is a member driven organisation and is governed by an elected Council representing our member organisations. CHA currently has over 70 member organisations.

Purpose of the Role

The Senior Programme Manager will work with the Director and Deputy Director to deliver on CHA's objectives with the aim of promoting the growth and development of an excellent community housing sector in New Zealand.

Key Tasks & Responsibilities

Housing Policy and Sector Expertise

The Senior Programme Manager will work with the CHA membership to:

- Develop housing policy and position statements, as informed through interaction with members;
- Represent CHA's agreed policy positions;
- Actively seek and act on opportunities to serve as the voice of the Community Housing Sector.

Grow Supply

The Senior Programme Manager will work with the CHA membership to:

- Identify and assist potential borrowers from New Zealand Housing Bonds to prepare and submit complete credit applications;
- Establish strong relationships with partner organisations including private developers and local councils to identify retained affordable housing development opportunities for members;
- Support the growth of the sector by facilitating collaboration among providers ;
- Identify opportunities for growing community housing and advocating on behalf of the sector.

Strong Providers

The Senior Programme Manager will work with the CHA membership to:

- Build the capacity of the sector by information exchange, sharing good practice and developing best practice toolkits and resources;
- Implement and support on-going meetings with members to discuss key issues and opportunities emerging in the sector;
- Analyse the effectiveness and capacity of the sector, provide training and information to improve it;
- Lead CHA engagement with and provide support to the Auckland Community Housing Providers Network.

Measure Achievements

The Senior Programme Manager will work with the CHA membership to:

- Provide information and advice on evidence-based approaches that yield quality housing and service outcomes;
- Encourage participation in workshops, seminars and surveys to document and benchmark member and sector achievements.

CHA Strategic Direction

The Senior Programme Manager will support the strategic direction, vision and mission of CHA by:

- Contributing to the development and implementation of the strategic plan and the creation of the annual work plan;
- Developing and maintaining strong networks and working relationships with CHA's membership;
- Developing and maintaining excellent working relationships with CHA's key partners;
- Work with the Director to explore funding opportunities to support and expand CHA's services.

Member Services

The Senior Programme Manager will be responsible for:

- Responding to requests for information from members and the public;
- Ensuring the effective and timely communication with CHA members and all key stakeholders;
- Developing and maintaining a source of information and useful tools and templates for members.

Operational Activities

The Senior Programme Manager will be responsible for:

- Contributing to the effective and efficient running of organisational systems and processes;
- Contributing to the regular review and updating of information about CHA on the website, newsletters, etc.;
- Contributing to a conference and event schedule that inspires, informs and promotes best practice;
- Contributing to the organisation of the Annual General Meeting.

All employees have a responsibility to ensure that they adhere to CHA's health and safety policy. This includes practising safe work methods, proper use of equipment and the elimination of workplace hazards.

All employees are required to understand the implications of the Treaty of Waitangi for their work, and are expected to understand and be committed to the principles of Equal Opportunities.

Key Relationships and Nature of Interaction

	Advise	Collaborate with	Influence	Inform	Manage/Lead	Deliver to
CHA Council				✓		✓
CHA member organisations	✓	✓	✓	✓		✓
Te Matapihi - He Tirohanga Mo Te Iwi Trust		✓		✓		
Other housing and related community organisations	✓	✓	✓	✓		
Members of parliament				✓		
Government agencies	✓	✓	✓	✓		✓
Media				✓		
Local and regional government		✓	✓	✓		
CHA staff	✓	✓	✓	✓		

CHA Organisational Structure

Reports to: the Director

Number of direct reports: None

Person Specification - Community Housing Aotearoa – Senior Programme Manager

Community Housing Aotearoa – Senior Programme Manager	Essential	Desirable
Experience		
Work in the not for profit or community sector		X
Work in housing or homelessness	X	
Real estate development, financing, lending and underwriting experience.	X	
Partnership working, supporting, informing, advising and collaborating with multiple partners and stakeholders	X	
Delivering capability related training and development.		X
Knowledge and Understanding		
Knowledge and understanding of the social housing sector and its challenges	X	
Understanding and knowledge of the Treaty of Waitangi and its implications for the community housing sector	X	
Community housing accreditation schemes	X	
Knowledge of how technology can be used to provide and promote the work of CHA		X
Skills		
Ability to build effective, sustainable and productive relationships.	X	
Excellent written and verbal communication and presentation skills for a range of audiences	X	
Excellent organisational skills - ability to plan and prioritise work to meet agreed deadlines	X	
Excellent numeracy and financial analysis	X	
Ability to demonstrate judgement and make effective and timely decisions.	X	
Effective policy and position statement development	X	
Computer literate including good working knowledge of Microsoft Office (Word, Excel, PowerPoint) and cloud based computing.	X	
Creative and effective problem solver	X	
Strong strategic thinking and analytical ability	X	
Personal Attributes		
Highly motivated and enthusiastic approach to work.	X	
Ability to be flexible and respond to unexpected priorities	X	
Commitment to work with diverse communities	X	
Understanding of an commitment to the values and objectives of CHA	X	
Ability to work and deliver outcomes with minimal supervision	X	
Values collaboration and shared leadership	X	
Education/Training		
Educated to degree level	X	
Housing or Finance or Planning related qualification	X	