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## **Job Description: NEF Housing Refurbishment Network Programme Director**

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### **About Us**

NEF is transitioning from a model providing consultancy services to one associated with membership. The post of “NEF Housing Refurbishment Network Programme Director” has been created to help drive this change. The role will establish new income streams for NEF based around a membership model for the housing refurbishment sector, utilising NEF’s experience and contacts in this area. Associated with the membership model, NEF will bid for major Government grants associated with this area.

### **Job Description**

Activities include:

- Establishing a new business plan and income streams for NEF associated with the development and roll out of a Housing Refurbishment network, building on the NEF SuperHomes Network. And
- Leading engagement with the able-to-pay market for a new Retrofit Supply Chain project in Oxfordshire.

The Programme Director will:

- Report directly to the NEF Associate Director and will support the work of the NEF Operations Director.
- Develop and implement business plans for the NEF housing refurbishment network, ideally to build on and re-invigorate the SuperHomes Network.
- Prepare bids, including assembling bid consortia and liaising with Government bodies as necessary.
- Develop the Housing Refurbishment network in such a way that can be self-sustaining from 6 months after being initiated onwards.
- Use existing NEF contacts to help establish the network.

### **Person Specification**

An enthusiastic self-motivated person with the following experience and competencies:

- Recognised expert in the area of housing refurbishment, with experience of business models, market development, stock modelling/assessment or building performance.
- Experience of acting as a Programme Director, or with experience commensurate to being a Programme Director.
- Proven track record of leading major bids, particularly for government, and of developing a portfolio of projects around an area relevant to housing refurbishment.
- Experience of appointing and managing staff, contractors and associates.

- (Ideally) Experience of creating, or developing, a network based around a membership model.
- Degree educated, the Programme Director is expected to be a role model to others, both internally and externally, setting expectations and achieving delivery at a very high level.
- Enthusiasm and commitment to drive change within the construction or property sectors.

#### **Employment basis**

- This role is a temporary position for 5 months from January 2019, with the potential for extension subject to successful implementation of the new business plan.
- The role is a part time position – 2 days a week.
- The post will officially be based in the NEF Milton Keynes office. However, working at home or at the Sustainable Development Foundation office in Islington will also be considered.
- NEF's standard employment terms and conditions will apply.
- Salary range: £45 - 50,000 p.a. (full time equivalent), depending on experience, plus London weighting (10%) if appropriate. More may be available for an exceptional candidate.

#### **Application process**

Please send a CV and covering letter, explaining what you bring to the role, to [recruitment@nef.org.uk](mailto:recruitment@nef.org.uk)  
Closing date for applications is 17<sup>th</sup> December, but we want to recruit as soon as possible, so reserve the right to appoint as soon as a suitable candidate is found.