

## **JOB DESCRIPTION**

### **GHA Programme Director**

#### **1 - Background**

The [Good Homes Alliance](http://www.goodhomes.org.uk) (GHA) Directors are seeking a new Programme Director.

The GHA is a member based learning and collaboration network with members fully active and engaged in its programme of activities – which, crucially, they are able to influence, whilst gaining business benefits.

The GHA is a not-for-profit Community Interest Company and has been established for almost 18 years and represents many of the leading lights in sustainable housing.

Focused on all aspects of good homes delivery, the GHA defines what a good home is and helps its members to deliver them through its work programme. It has 85 members of whom nearly 20 develop sustainable housing.

In summary, the key aims of the GHA are:

1. To be the natural home for sustainable housing developers and the wider community of those involved in sustainable housing.
2. To define what good homes are and to help members deliver them.
3. To be a learning and collaboration network which enables member-to-member and group collaboration.
4. To encourage, support and stimulate the market for good homes through campaigns and research on relevant and emerging issues.
5. To be a network which gives a competitive advantage to those engaged in the sustainable housing development business and which is run for its members and by its members.
6. To be financially self-sustaining and fully independent of any other organisation.

#### **2 - Outline and Purpose of the Contract**

The post of GHA Programme Director is expected to be a near full-time role of 4 days per week. The post is for a permanent employee, with a proposed salary in the order of £62,000-£67,000 pro rata per annum depending on experience, with 25 days holiday per annum plus statutory holidays.

The Programme Director will lead on and deliver the GHA's busy work programme of events, communication, membership, project support and research with the key aim of driving industry, Government and the market towards a widespread practice of "good homes" development.

Close liaison with the chair, vice-chair and members of the board will be expected as well as the need to ensure that members are as fully involved as possible with all aspects of the organisation.

### **3 - Key Responsibilities**

- To formulate an annual business plan following strategic direction from the board and input from the members which is to include a programme of events, research, membership recruitment, communication and reporting, and fundraising. This will include the preparation of an annual budget, reviewable at board meetings in accordance with the observations, comments and oversight of the directors.
- To take responsibility for the implementation of the business plan , which includes all planning, budgeting, co-ordination and communications and reporting back to the board on any issues which arise, with particular regard to financial and resource matters, at board meetings. Where exceptional circumstances arise, to notify the directors of such circumstances outside of board meetings.
- To organise the AGMs and to manage the GHA Board, who meet quarterly, ensure annual accounts and CIC forms are submitted on time (via the accountants), ensure Directors are appointed to and leave posts when due.
- To lead the GHA's policy & advocacy work.
- To lead the GHA's business development and fundraising work.
- To lead and work with the executive team to establish and implement an events programme, as a key subset of the overall workplan. The events programme currently includes technical seminars (free of charge to all members) an annual conference, AGM and forum/network events. To work closely with industry partners, members and others in the formulation of events which, in addition to the foregoing, deliver on the work programme.
- To manage and co-ordinate the GHA team of 3 other staff and all other GHA contractors and suppliers in fulfilment of their specific duties with regard to any aspect of the GHA work programme that they may be involved with - including identifying and recruiting such supporting resources as are necessary to implement the work programme, via clear and open communication with directors on such matters.
- To manage the team to carry out research into sustainable housing market trends and issues and to be aware of, and knowledgeable about, key industry matters, proposed key legislation, key players etc. To be knowledgeable about key sources of research funding, grants and low cost loans that may be sourced along with potential industry partners, to fund research projects.
- To harness the contacts, expertise and resources of board members and wider members in seeking to establish and implement the work programme and to enable events, and research
- To be open and communicative and establish good working relationships with members, directors and other stakeholders

#### **4 - Key Performance Criteria**

- Maintain the GHA's reputation as a thought leader and source of practical knowledge which delivers a professional, well regarded range of industry events.
- Seek to maximise the influence that the GHA has with regard to sustainability and housing policy, within the context and confines of the organisation's resources.
- Create a modest net financial surplus, ensuring that members get good value for money from their membership fee.
- Grow the quality and quantity of the membership, seeking to retain as many existing members as is practicable whilst attracting new members of the right calibre and inclination (i.e. genuine support towards GHA aims etc).
- Seek to grow and enhance the reputation of the GHA and its attractiveness as the key, new build, sustainable housing organization, promoting quality and resilience beyond business as usual.
- Seek participation or lead on research projects only where there is likely to be at least a 50% chance of success, mindful of the use of membership fees in securing research income speculatively.

#### **5 - Person Specification**

Candidates must be:

- Self-starters with considerable initiative and an ability to co-ordinate across a busy work programme.
- Good communicators who can work productively with a range of people at different levels of seniority; the candidate will be comfortable reporting to, and liaising with, the board, as well as in delivering on all aspects of the work programme.
- Good facilitation skills in multi-party, multi-disciplinary meetings and events is required as well as a confident manner.
- Must have fundraising and business development skills.
- Demonstrable experience and expertise in sustainable housing will be required, as well as an ability to carry out research tasks and to be research- and communication- oriented - whilst also being aware of what is happening in the industry and government.

#### **6 - Timescale**

We will interview candidates in July and August 2025 with a view to the appointment coming into effect on 1<sup>st</sup> September 2025. The closing date for applicants is 30<sup>th</sup> June 2025.

We anticipate that the post will require 4 days per week full time equivalent and we would not be able to consider candidates who envisage taking holiday / sabbatical breaks of more than 3 weeks in any 6 month period.

**Please apply by email with a CV and covering letter by 5pm, Monday 7<sup>th</sup> July 2025:**

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