

Job title:	Job Description – Head of Development
Location:	Central Hotel Chambers, Dame Court, Dublin 2.
Responsible/Reporting to:	CEO
Job purpose:	Working as part of the Leadership Team you will be responsible for leading the housing development and growth programme for the organisation, identifying and delivering new housing business for HAIL and managing the development team.
Salary Scale:	Commensurate with experience – Please contact hr@hail.ie or 01 6718444 for more details before applying.
Job Information:	This post is a permanent full-time post. 35 hours per week 9am – 5pm Monday to Friday.

HAIL is an Approved Housing Body with over 480 properties

Founded in 1985, the Housing Association for Integrated Living (HAIL) is Ireland’s specialist mental health housing association. As an approved housing body, we provide high-quality social housing and mental health tenancy sustainment services. The work we do helps people live independently in their homes and community.

Our mental health tenancy sustainment services and housing team help our tenants and clients maintain their tenancies and live independently by providing support on mental health recovery, household and budget management, pursuing employment and education opportunities and maintaining links with family and friends. You can find out more about these services [here](#).

We pride ourselves at all levels of our organisation for having an excellent reputation in both the housing and mental health care sectors. As part of our current strategic plan 2024-2028, we are aiming to support more people by providing an additional 300 new homes and expanding our support services into more communities across Ireland.

Our Values

- **Trust:** Our relationships are built on trust. We work closely with our stakeholders, clients and tenants to achieve the best possible outcomes.

- **Respect:** We work towards creating an equitable society where all are treated with respect and dignity. We listen with open hearts and open minds as we believe everyone's voice has a right to be heard and respected.
- **Leadership:** We are leaders in delivering our vision and purpose, courageously and responsibly providing homes and supporting those living with mental health challenges.

Job Purpose Summary

The Head of Development will be primarily responsible for leading the housing development and growth plan that underpins the Strategic Plan. This includes sourcing and delivering new housing development opportunities for HAIL, building HAIL's reputation as a key partner for stakeholders and growing the development function. The primary source of new units will be via acquisitions of turnkey properties, the acquisition and refurbishment of properties and partnerships on new developments with other AHBs and LAs. You will have responsibility for the management and full delivery of identified projects within the existing programme and all future projects.

Reporting to the CEO, the Head of Development will form part of HAIL's Leadership Team. They will be responsible for keeping the CEO, Leadership Team and Board up to date on all housing development related matters.

Key Role and responsibilities

1. New Business

- Leading on identifying and securing new housing development opportunities in line with HAIL's Development and Growth Plan
- Liaising with developers, estate agents, other AHBs and Local Authorities regarding potential opportunities
- Negotiating with relevant parties in consultation with the CEO
- Liaising with the support services section with regard to assessing demand and requirements for supported housing
- Raising the profile of HAIL with assistance from the Communications Manager
- Assisting in the drafting and updating of PR documentation including leaflets, adverts, videos

2. Management of Development Projects

- Having in place reviewed and updated development policies and procedures
- Leading & managing development projects including acquisition of turnkey projects and off the shelf acquisition of existing units, including refurbishments. This may include overseeing the design team in the delivery of design and build projects if appropriate development opportunities arise.
- Managing key scheme deliverables with relevant approvals from CEO i.e. contract signing, CALF/CAS/HFA submissions ensuring as far as practicable that all project milestones are met

- Collating information for feasibility studies, risk assessments, project appraisals incorporating detailed financial modelling in consultation with the Head of Finance
- Organising valuations and surveys as needed
- Assisting the Head of Finance in the preparation of funding bids for the Housing Finance Agency (HFA), Banking Institutions and the Department of Housing, Local Government and Heritage (DHLGH)
- Providing detailed project reports for Board and Committee approval
- Working with HAIL's solicitors on the delivery of schemes
- Scheduling and attending pre & post contract meetings with all stakeholders as required
- Providing the CEO with regular updates on progress and highlighting any potential issues with delivery or key milestones
- Co-ordinating scheme completions and handovers including liaising with Housing Services and Support Services
- Coordinating and engaging in community consultation exercises as required
- Overall responsibility and performance management of contractors delivering projects
- Ensuring compliance with legal requirements, including staying informed on all relevant legislation and drafting policy which enables compliance with new legislation and policy

3. Organisational and Managerial

- Contribute to the business planning and strategic planning process
- Actively contribute in assisting HAIL deliver on the aims and objectives of the organisation
- Oversee the management and support of the Development Officer
- Plan for growth in the team as HAILs stock grows
- Attendance at sector meetings, working groups, forums etc; representing HAIL
- Implementing HAIL's Health & Safety Policy and Procedures, ensuring that all practices and procedures are undertaken in accordance with ensuring a healthy and safe working environment
- Liaising with the finance team on annual budget management/budget setting
- Ensuring value for money in the development service
- Ensuring audit information/filing is stored and kept up to date for each scheme

Personal Specification

Key requirements for the position of Head of Development are:

Technical Skills / Knowledge	Essential	Desirable
Relevant experience and proven track record of working in a property environment	Y	

Demonstrate a wide-ranging network of industry and sector contacts	Y	
Have a working knowledge of the business operating environment and key issues affecting the Approved Housing Body sector, including the funding schemes available as well as general guidance on the delivery of sustainable communities, housing strategy/policy and national procurement guidelines including the operating principles of the Capital Works Management Framework (CWMF)		Y
Proven experience of leading & delivering projects on time and within budget using project management tools	Y	
Professional Requirements		
Relevant qualification in Property related area	Y	
Project Management training. A qualification would be desirable	Y	
Member of the Society of Chartered Surveyors		Y
People and Stakeholders Skills / Knowledge		
Demonstrable experience of building and managing relationships with a diverse stakeholder	Y	
Strong demonstrable leadership	Y	
Strong networking skills	Y	
Excellent property/real estate transaction negotiation skills	Y	
Excellent communication skills	Y	
People Management experience – leading, motivating and developing staff		Y
The ability to work under pressure and to meet strict deadlines	Y	
Operational Skills / Knowledge		
Demonstrable knowledge of procurement regulations	Y	

Knowledge of the social housing and not-for-profit sector		Y
Excellent planning and organisational skills	Y	
Proven experience of report writing to a senior level, including a high level of numeracy	Y	
Ability to interpret technical drawings	Y	
Computer literacy / use of IT systems	Y	
Full valid driving license	Y	

The Conditions

The salary will be commensurate with the experience of the individual appointed and in line with the Organisation’s salary scale.

HAIL offers:

- Flexible working hours
- 29 annual leave days plus 3 Company days
- Company Pension Scheme with current contributions rates of 6% employer contribution and 6% employee contribution
- Death in Service Benefit
- Health insurance for serious illness
- Training and development
- Paid expenses

Recruitment Process

Please send a **cover letter** and a detailed **CV**, referencing HAIL:HOD2025, outlining your experience skills and suitability for the position for the attention of Martina Smith, CEO at hr@hail.ie .

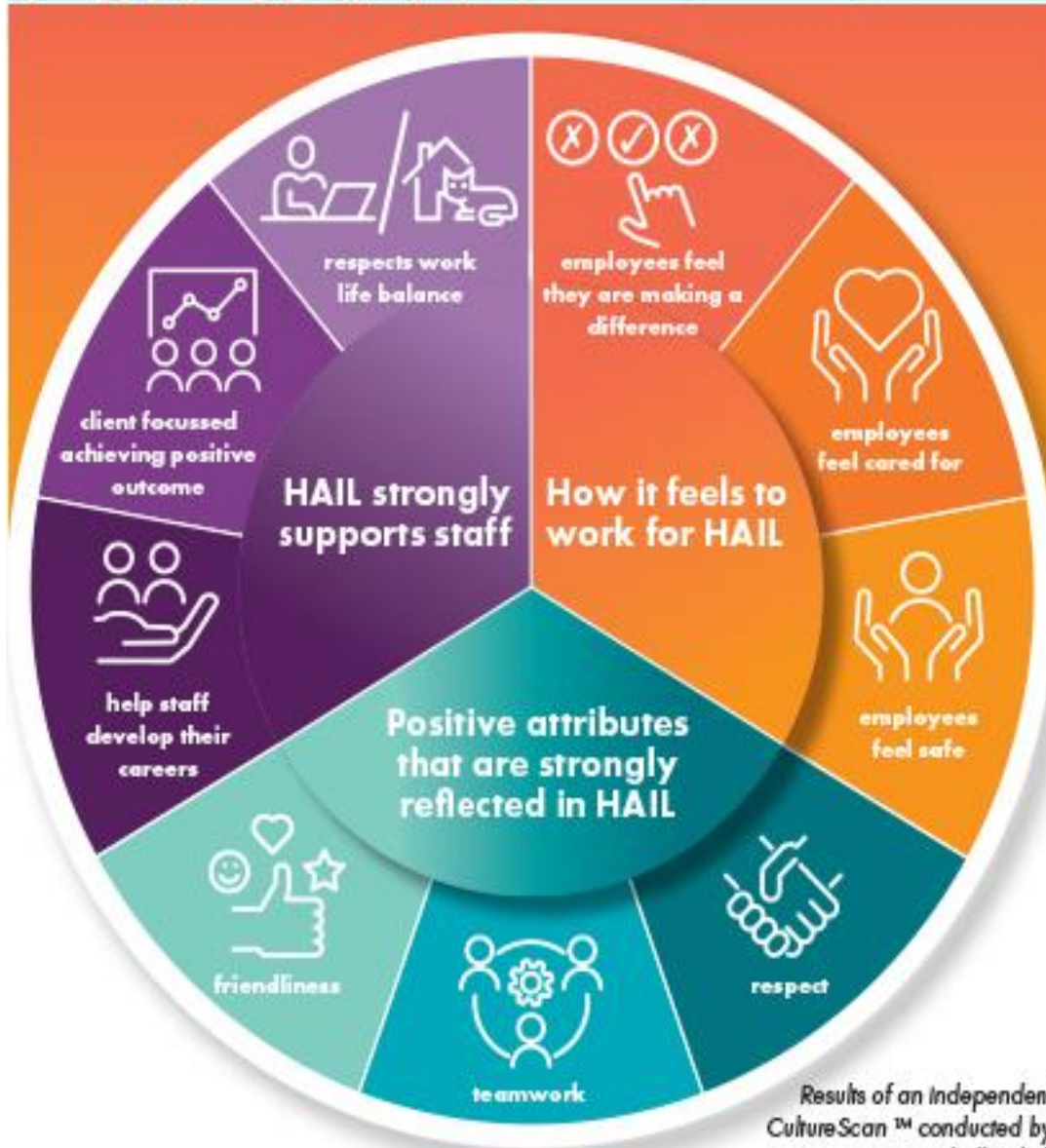
For queries relating to the role please contact Martina Smith at hr@hail.ie or 01 6718444 in confidence – Closing date for receipt of applications is **5pm, 6th May 2025**.

Interviews possibly: 20th/21st May

HAIL is an Equal Opportunities Employer



Promoting a supportive, caring and inclusive workplace culture is intrinsic to the work we do at the HAIL (Housing Association for Integrated Living).



Results of an independent CultureScan™ conducted by Campbell Tickell