



DEVELOPMENT OFFICER

Circle VHA are proud members of INAR - The Irish Network Against Racism

The Role:

The HR Generalist is a key role that supports the Human Resource Manager across all the People Processes involved in an employee's employment lifecycle. The role requires exceptional accuracy and attention to detail, with previous experience of HR Administration, HRIS and compliance an advantage. The role is instrumental in fostering a positive and supportive working environment for employees of Circle VHA, promoting high levels of employee engagement and driving organisational success.

Location: Hybrid working, with office and national site attendance required

Reporting to: New Business & Development Manager

Contract: Permanent, Subject to a six month probationary period

Salary Range: €35,800 - €53,700 per annum

Hours: 37.5hrs hours per week over 5 days

Leave: 26 days

Pension: Available on completion of probation

Travel: The post requires a valid driving license and the use of a car for business purposes. Expenses policy applicable

Head Office: Phoenix House, Castle Street, Dublin 2

To Apply: Please email an updated CV and short cover letter outlining your experience to recruit@circlevha.ie

Closing Date: 5pm Friday 31st March 2025



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The Organisation: Circle Voluntary Housing Association was set up in 2003 and is a leading provider of social housing in Ireland. Our vision is to make a real difference by delivering quality homes and innovative integrated housing solutions to individuals and families in Ireland. We are passionate about our people and the delivery of a tenant first service.

Our team members are the secret element of our success. Their experiences, competencies, values, knowledge, and perspectives are greatly valued and have significantly contributed to Circle delivering over **2,500 homes**. They deliver services to **over 5,000 people** and help **create thriving communities**.

We are dedicated to finding the right people who embrace our purpose, vision, and values. In return we will support you to learn, grow and excel in an exciting, flourishing, diverse organisation. We are committed to fostering an inclusive and collaborative work environment, which values every person who works with us and all of those who live in our homes and communities.

Reflecting the growing diversity of the communities in which we work, we welcome applications from people of all cultures, nationalities, genders, members of the LGBTQ+ community and any background traditionally marginalised in society.

The Role:

Circle VHA has an ambitious growth plan to deliver 2,500 homes over the next four years. We are seeking to expand our Team of talented and experienced professionals, to help us to deliver these new homes. The core responsibilities of the Development Officer role are to support the delivery of the annual development programme. The role will involve assisting and leading as appropriate in the identification of new and existing opportunities.

You will participate in all necessary new business activities such as meeting, site visits and regularly engage with new and existing contacts and will be responsible for developing relationships with key third party stakeholders. The role will require regular travel as you will be working on several development projects nationwide. You will be carrying out regular inspections of schemes as they are being developed, on closing & post completion, and during handover to our internal teams.

Key Responsibilities

- To provide project and transaction management support to the Development Team, Senior Management and Leadership Team.
 - Liaise with relevant third-party personnel regarding the feasibility and progression of housing development options, including but not limited to:
 - Local Authorities
 - Developers
 - Estate Agents
 - Designers and Cost Consultants
 - To assist with the identification of development sites and acquisition opportunities, preparing feasibility and economic appraisals for review and presentation to the Circle VHA Senior Management Team.
 - Conduct property searches and property market availability reviews against key provision criteria to assist and lead as appropriate in overall and specific output strategies, such as Expressions of Interests,
 - Assist the team in retaining up to date data and surveillance on local constituent areas, and wider market trends in relation to property costs and availability.
 - Advance assigned acquisition, leasing, new build and turnkey schemes by establishing the end user profile and project parameters in consultation with Local Authorities and other key stakeholders.
 - To administer and project manage assigned acquisitions and site developments, including representing Circle VHA in property appraisals and meetings with consultants and contractors as required.
 - To prepare scope of work, brief and manage consultants on given projects, including Agents, Surveyors, Solicitors and Design Team members.
 - To undertake, in conjunction with the Finance function, the completion of funding applications to Local Authorities, DHPLG and other statutory and non-statutory funders based on defined criteria and timescales.
 - Visit projects on a regular basis during the construction, delivery & handover phase.
 - Represent Circle VHA in external meetings with a variety of stakeholders and workings groups as appropriate.
 - Ensure compliance on new projects with the various statutory regulations in force, funding scheme technical specifics and standards, DHPLG memoranda and circular provisions, and EU public procurement requirements. and carry out
- all necessary due diligence prior to project completion and handover
- Contribute to the effective delivery of a Quality Service through the proper implementation of policies and procedures and to keep abreast of changes in relevant legislation.
 - To act within, and strictly adhere to company policies and procedures, and to follow all approved processes on given transactions.
 - To be aware of, and act in accordance with up-to-date Statutory Instruments, Building and Planning regulations, including Health & Safety Acts and the General Application Regulations of the same.
 - To assist in monitoring and reporting on capital expenditure, ensuring project and transaction development budgets
- are adhered to.
- To develop project budget forecasts and timescale projections as necessary on assigned project and transactions.
 - To represent the company in negotiations to approved thresholds and delegated responsibility.
 - To produce periodic project updates and status reports for the Director of Development and New Business, Leadership Team and Development Committee as required.
 - Administer duties, records and files to a high standard, ensuring contract and Circle VHA processes are always adhered to.
 - Ensure Compliance with and adhere to internal audit requirements.
 - To liaise with internal stakeholders such as Tenancy services, Asset management & Finance to ensure an efficient handover of units into management.
 - To undertake any other duties which are consistent with the responsibilities of the post as directed.

Corporate Responsibilities:

- Ensure all activity is aligned to Circle VHA's WEHEAR values and contributes to the mission of supporting the development of thriving communities.
- Always adhere to all Circle VHA policies and procedures.
- To always exercise discretion.
- To fulfil all care and high standards regarding both Circle VHA's and your own health and safety obligations.

General:

- Adopt an approach of continuous learning and personal development with the creation of an L&D plan and attend training appropriate to your roles Corporate Responsibilities.
- To positively promote the Association in all activities.
- Any other duties which are consistent with your role.

The above responsibilities are not intended to be an exhaustive listing. You may be expected to undertake reasonable tasks as necessitated by your role within the organisation and the overall business.

Key Competencies

- Delivering Against agreed targets.
- Team Working.
- Ability to use initiative.
- Excellent Time Management Skills.
- IT Skills (Word, Excel & Power Point).
- Communication Skills.
- Brand integrity.



Person Specification

Candidates will be shortlisted based on illustrating in their application that they fulfil the following criteria. Examples that demonstrate the ability to fulfil the criteria should be included as well as the below competencies.

Education and Work Experience	Essential	Desirable
Relevant 3rd level qualification and at least 1 years' experience in a construction, development, surveying, property, or housing development environment.	✓	
Sectoral experience in provision of housing accommodation under Government Housing Policy as delivered through the Housing Agencies and Local Authorities, other Approved Housing Bodies		✓
Full, clean and unrestricted Irish driving license with access to a vehicle	✓	
Key Knowledge and Skills	Essential	Desirable
Stakeholder management skill and experience	✓	
Good knowledge of common IT packages, including Microsoft Word and Excel	✓	
Knowledge of development processes and contract procedures		✓
Excellent communication skills	✓	
Ability to work well within a team environment	✓	
High degree of efficiency and ability to self-direct	✓	
Ability to prioritise, work to deadlines and meet targets	✓	

Employee Benefits



26 days of annual leave



Increased annual leave entitlement with length of service



Paid sick leave



Annual salary increments



Company Pension Scheme



Hybrid working options



Death in Service Benefit



Personal Milestone Gifts



Further Education Assistance



Employee Assistance Programme



Paid maternity leave



Paid adoption leave



Paid paternity leave



Early miscarriage leave



Fertility Leave



Additional parents leave payment



Tax Saver Commuter Tickets



Bike to Work scheme

Some benefits subject to T&C's*

