



EDINBURGH TENANTS  
FEDERATION

**September 2022**

**Development Officer**  
**Edinburgh Tenants Federation**  
**Recruitment Pack**

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**Edinburgh Tenants Federation Norton Park 57 Albion Road Edinburgh EH7 5QY**

**☎ 0131 475 2509    ✉ info@edinburghtenants.org.uk    🌐 www.edinburghtenants.org.uk**

Edinburgh Tenants Federation is a Scottish Charitable Incorporated Organisation (SCIO)  
SC048236, regulated by the Scottish Charity Regulator (OSCR)

## Introduction

Welcome to the recruitment pack for the role of **Development Officer** with Edinburgh Tenants Federation (ETF).

Within this pack, you will find information about ETF, an outline of the role and person specification, how to apply and important dates to note.

To be considered for the role of **Development Officer**, we ask that you **fully complete the list of recruitment forms below** and return to ETF at [info@edinburghtenants.org.uk](mailto:info@edinburghtenants.org.uk) by **12 p.m. on Tuesday 11<sup>th</sup> October 2022**:

- Application form
- Criminal Convictions form
- Equal Opportunities form.

The recruitment forms are available to download on the ETF website at [link to be inserted](#)

Thereafter, you will receive acknowledgement of your application.

**If you have any questions** relating to the role, or would like further information, please contact **Ilene Campbell** at [icampbell@tis.org](mailto:icampbell@tis.org) or **07740 580 603**.

## About ETF

Edinburgh Tenants Federation is an award-winning, charitable, voluntary organisation that works to ensure that tenants and residents are able to fully participate in the development and implementation of proposals relating to the social, economic, physical and environmental regeneration of the communities of Edinburgh.

Our members are tenants' and residents' groups and others who have an interest in housing issues in Edinburgh.

[www.edinburghtenants.org.uk](http://www.edinburghtenants.org.uk)

## What we do

Edinburgh Tenants Federation:

- Represent member associations in citywide housing issues.
- Promote tenants' rights and the maintenance and improvement of their homes and environment.
- Work to ensure maximum tenant participation in the development and implementation of a coherent housing strategy across Edinburgh complete with associated housing policies and management services.
- Work to unify and strengthen tenants' and residents' associations in Edinburgh and we assist and encourage the setting up of tenants' and residents' associations.
- Provide training to tenants' and residents' associations in their neighbourhoods and throughout Edinburgh.
- Assist members to exchange information and provide mutual support across the neighbourhoods, communities and areas of Edinburgh.

- Co-ordinate and represent our members on strategic city-wide initiatives to achieve common goals.
- Help and support our members in making their own representations to further their objectives at neighbourhood and area levels.
- Co-operate with and associate with other organisations, local, citywide or national on matters of common concern.
- Respond to consultations on matters which could affect housing and tenants.
- Provide information to our members through a monthly e-newsletter, bi-monthly newsletter, four monthly magazine and regular social media updates.

Edinburgh Tenants Federation is a membership-based organisation run by and for our members.

Our members elect the Executive Committee that takes responsibility for the day-to-day running of the Federation. We hold four members' meetings a year where any member can attend and influence major policy decisions and our work priorities.

We employ a staff team to support tenant participation activities across the city using a community development approach.

**The ETF office base is located in Norton Park Business Centre, Albion Road, Edinburgh.**

**ETF embraces a hybrid working model and as such, staff are expected to work from home and the office when appropriate.**

# Job Description – Development Officer

<b>Role title:</b>	<b>Development Officer</b>
<b>Location</b>	<b>Edinburgh Tenants Federation Office – Norton Park, 57 Albion Road, Edinburgh</b>
<b>Role Reports to:</b>	<b>Development Manager</b>
<b>Contract terms:</b>	This post is funded for a fixed period until 31 <sup>st</sup> March 2024. There may be scope for an extension of the post beyond this period.

### Role Purpose: Overview

To support the Edinburgh Tenants Federation (ETF) and tenants’ groups throughout Edinburgh to work in partnership with the City of Edinburgh Council to improve housing services. To provide ETF member groups with information and training and support to have the skills and knowledge to influence change and to establish the development of new groups. Generally, to promote and raise awareness of the work of the Federation.

### Core Accountabilities

#### Information, training and support

- To support ETF to implement its work plan agreed with its Executive Committee and the City of Edinburgh Council.
- To provide information, training, and development support to ETF member groups to provide them with the skills and knowledge to participate fully.
- To support the development of new tenants’ and residents’ groups.
- To support ETF subgroups and citywide groups to further tenant participation.
- To provide a range of information for ETF and wider tenants to participate fully.
- To empower and support individual tenants, tenants’ and residents’ groups, and wider communities to develop digital confidence, knowledge, and skills.
- To support ETF to deliver its communications strategy.

#### Good Practice

- To support ETF and the Council to develop good practice in their tenant participation and tenant scrutiny practices.
- To support ETF to deliver the new tenant participation and scrutiny framework.
- To promote the development of tenant participation with other Council Departments and Registered Social Landlords.

- To design and deliver a tailored training and support programme to meet the needs of tenants.

### **Equal Opportunities**

- To consider equal opportunities in all aspects of work.
- To provide a range of participation methods to encourage all tenants to get involved.

### **Monitoring of Performance**

- To work with ETF to monitor and evaluate the outcomes of its work.

### **Networking**

- To promote and raise the profile of ETF with tenants, landlords and key stakeholders.
- To network with other staff in Scotland with similar duties and keep up to date with relevant housing and community issues.

## **Essential Qualifications and Experience**

### **Qualifications**

- Professional qualification in Community Education, Housing or equivalent (at Degree level)

### **Experience and Skills**

- Experience of development work with community and / or tenants' and residents' groups.
- Experience of assisting community and / or tenants' and residents' groups to identify their agenda and influence that agenda.
- Experience of supporting individuals to engage in and participate in local decision making and service improvements.
- Experience of presenting information to groups and individuals in a range of formats.
- Excellent IT skills and working knowledge of online communication platforms to empower individual tenants, tenants' and residents' groups, and wider communities to develop digital confidence, knowledge, and skills.
- Ability to produce clear, plain English written materials for tenants.
- Ability to understand and analyse complex information.
- Computer literate with experience of a range of software and IT packages.
- Experience of working in a team environment.

### **Personal Qualities**

- Commitment to social justice and tenant participation.
- Honesty, integrity, energy.
- Highly motivated and organised.
- Ability to work on own initiative, work under pressure and meet challenging deadlines.
- Ability to work as part of a team.
- Should be comfortable within a challenging and fast-moving environment and able to problem solve.

### **Desirable Qualifications and Experience**

#### **Experience and Skills**

- Knowledge of contemporary housing and community issues in Scotland.
- Training course design and delivery.

#### **General**

- A valid UK driving licence.

## Terms and Conditions

### Office base

Norton Park, 57 Albion Road, Edinburgh EH7 5QY. ETF embraces hybrid working and as such, staff are expected to work from both home and the office where appropriate.

### Salary

The salary scale is £31,839 to £34,221.

### Hours of work

35 hours per week. The post holder must be able to participate in regular evening work and occasional weekend work as some of our tenant participation work takes place in the evening.

### Pension

Employees will become members of the Aegon Defined Contribution pension scheme. The employer's contribution is 10% of salary. Employees are encouraged to make contributions to the scheme.

### Overtime and time off in lieu

There are no contractual rights to overtime. A time of in lieu (TOIL) system is operated which should be agreed with your line manager.

### Travel Expenses

Travel and other expenses incurred in respect of duties on behalf of the Federation are payable. If using employee's own vehicle for work then mileage is payable at the rate of 45p per mile.

### Subsistence

Payment available for subsistence incurred.

### Flexible Working

We encourage dialogue about flexible working.

### Holiday Entitlement

You will be entitled to 25 days paid leave per annum (the leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March), plus public holidays recognised by the City of Edinburgh Council (currently 10 days).

### Contract term

This post is funded for a fixed period until 31st May 2024. There may be scope for an extension of the post beyond this period.

### Probationary Period

All new posts with ETF are subject to a three month probationary period.

## How to apply

If you are interested and wish to be considered for the role of **Development Officer**, you should complete an application, Criminal Convictions and equal opportunities forms and submit to [info@edinburghtenants.org.uk](mailto:info@edinburghtenants.org.uk) by **12 p.m. on Monday 24<sup>th</sup> October 2022**. Please insert "RECRUITMENT" in the subject line of your email.

Or alternatively, you can post the completed application, Criminal Convictions and equal opportunities forms to the following address marking the envelope "RECRUITMENT":

### **Edinburgh Tenants Federation**

Norton Park  
57 Albion Road  
Edinburgh  
EH7 5QY

The recruitment forms are available to download on the ETF website at [web address to be inserted](#).

Should you require a hardcopy of the application form then please contact Ilene Campbell [icampbell@tis.org.uk](mailto:icampbell@tis.org.uk) or 07740 580 603 to arrange for one to be posted to you.

**The closing date for applications is 12 p.m. on Monday 24<sup>th</sup> October 2022.**

## The recruitment process

All applicants will receive acknowledgement of application.

It is anticipated that interviews will take place in-person **on Tuesday 1<sup>st</sup> November 2022**, at Norton Park, 57 Albion Road, Edinburgh EH7 5QY.

We may be able to offer some degree of flexibility around this date if you are unavailable to attend. **Thereafter, applicants will be notified on the outcome of their application.**