**Join the team at ETF: Development Officer vacancy**

The Edinburgh Tenants Federation (ETF) has an exciting opportunity for a **Development Officer** to join our team to support tenants across the City to work in partnership with the City of Edinburgh Council.

**Edinburgh Tenants Federation** is an award-winning, charitable, voluntary organisation that works to ensure that tenants and residents are able to fully participate to shape their housing and wider services. As a membership organisation, we represent the views of our member groups to influence change across the city. **The aim of ETF is simple – we want to change social rented housing in Edinburgh for the better**.

* **Job title:** Development Officer
* **Salary:** £33,430.95 to £35,932.05 (per annum) – pay award due 1/4/24
* **Hours:** 35 per week
* **Location:** Norton Park, 57 Albion Road, Edinburgh EH7 5QY. ETF embraces a hybrid working model and as such, staff are expected to work from home and office when appropriate.
* **Contract term:** This post is funded for a fixed period until 31st March 2026. There may be scope for an extension of the post beyond this period.
* **Closing date:** 12 p.m. Monday 19th February 2024.

ETF is seeking a Development Officer to build on the success of ETF to ensure **tenants are at the heart of consultation and have a meaningful role in shaping the City of Edinburgh Council’s housing services**. The post will be responsible for providing development support, information, and advice to tenants and communities throughout Edinburgh to ensure they have skills and knowledge to participate fully.

**The role of Development Officer includes:**

* Developing, delivering and monitoring a project work plan in partnership with tenants, communities, and The City of Edinburgh Council to meet the agree aims, objectives, and timescales of the organisation.
* Providing information, training and development support to ETF member groups to provide them with the skills and knowledge to participate fully.
* Empowering and supporting individual tenants, tenant and resident groups, and the wider community to develop digital confidence.
* Supporting the Council, tenants, and communities to develop good tenant participation and scrutiny practices.

The ideal candidate must have experience of working with groups, knowledge of housing issues, and **a commitment to tenant participation, engagement, and scrutiny**.

For further information and to apply, download an application form and pack at add website details.

If you have any questions relating to the role, please contact Ilene Campbell at info@edinburghtenants.org.uk or 0131 475 2509.