**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](mailto:info@edinburghtenants.org.uk) or 0131 475 2509.