

Job Description

Assistant Project Manager



- POST:** Assistant Project Manager
- RESPONSIBLE TO:** The Development Team Leader
- LOCATION:** Buchan House, Enterprise Way, Dunfermline, KY11 8PL
- Salary Range:** £25,000 - £35,000 per annum (37.5 hour week). Although the role is intended to be full time, part time applicants will be considered.

1. Background

LAR Housing Trust is an innovative charity, set up to buy/build homes across Scotland intended for long-term rent at mid-market rental levels

LAR started its acquisition programme in October 2015 and has over 300 homes, occupied and rented out at mid-market rent levels in the Aberdeen, Edinburgh and Glasgow areas, with a considerable number under missive. In addition to this LAR has an active construction programme and a number of sites in the pre-construction stage.

LAR is now looking for an Assistant Project Manager to be a part of the Development Team delivering these construction projects. This role includes working in all aspects of acquisition, construction and maintenance for LAR's increasing portfolio and would suit a recently qualified professional looking to further their career.

2. Role

This is a tremendously exciting time to be joining LAR and the successful candidate will be working in a fast-paced, highly motivated working environment. Working within a small team, the role will be varied with a high degree of personal accountability. The successful candidate will:

- help to execute LAR's acquisition strategy;
- assist in growing the acquisition programme as part of the development team;
- assist in viability appraisals and in making recommendations to the Chief Executive;
- assist in all market engagement exercises carried out by LAR and evaluate opportunities identified;
- assist in managing developments taken forward by LAR on a design & build or similar basis, including attending site meetings, instructing contractors, cost control and quality assurance
- assist in the settlement processes for developments/units being acquired by LAR, including giving instructions to solicitors, liaising with the operations team, the seller and any other relevant parties;
- assist in the asset management of existing stock including planned and cyclical maintenance;
- report to the Development Team Leader;
- carry out all other activity related to the above.

3. Person Specification

The candidate will be a motivated individual who:

- Has a background in planning, quantity surveying, construction, architecture or similar;
- Has relevant and current experience of construction projects at a professional level;
- Has a strong track record in delivery of results and achieving commercial targets;
- Has good interpersonal skills, a track record in relation to negotiation and influencing;
- Has a professional qualification in one of the disciplines mentioned above; and
- Full driving licence.

4. Applications

A current CV, (including 2 references) together with a covering letter should be submitted to: info@larhousingtrust.co.uk by 12 noon on 4 October 2019.

References will be taken prior to any formal offer of employment.

For further information or to discuss the role further please contact info@larhousingtrust.co.uk.

It is expected that interviews will be held during October 2019