

# It Takes a City Community Land Trust



## Job Description

Job Title:	Business Manager
Employment:	Part time – 40%
Location:	Cambridge
Salary:	£tba
Responsible to:	Board of Directors

## Job Description:

Management and administration of modular housing schemes in various locations in Cambridge. Each scheme comprises a small number of single-person modular homes on a site. At the current time there is one site with four homes.

Administrative support to the Board

## Duties

These would include (but not be specifically limited to) the following tasks:

- Residents
  - Liaise with our Support Service partner (ITAC) who will provide all support to residents, including raising Housing Benefit Claims, ensuring payment of anything due from residents, and managing all moves
  - Ensure ITAC has an up-to-date set of “operating instructions” for the home and the site
  - Ensure ITAC has an up-to-date list of contacts that residents can use in case of any issues that might arise with the homes and the site.
  - Maintain records received from ITAC of Housing Benefit claims and payments, other payments from residents, signed Agreements and inventories, issue of keys
  - Read electricity and water meters and calculate service charges to be billed to residents
  - Liaise with Cambridge City Council’s Housing Benefits team as needed regarding the agreed level of claims and ineligible service charges
- Homes
  - Manage, and liaise with residents, neighbours and local authorities as needed, all matters concerning the homes, including planned or emergency repairs or maintenance
  - Ensure that the homes are suitably decorated and re-furnished between moves
  - Accept, via ITAC or directly, any requests from residents for adding to, replacing or repairing any item in their home, working within an agreed budget.
  - Establish and implement a maintenance schedule for each home
- Sites
  - Manage, and liaise with residents, neighbours and local authorities as needed, all matters concerning the sites, including planned or emergency repairs or maintenance
  - Establish and implement a maintenance schedule for each site
  - Manage agreements / arrangements with local services such as post and refuse
  - Manage agreements / arrangements with utility providers for electricity, water and drainage
  - Manage contracts / agreements and payments / receipts for all work required to maintain the sites
- Board

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## Job Description

- Support the board to ensure that all legal and health and safety obligations are met for each home and site
- Attend and minute board meetings

### **Relevant experience / attributes:**

Property or housing management experience

Happy to work on their own initiative whilst keeping the board advised of more complex issues or concerns.

Demonstrate commercial awareness and able to take responsibility liaising with suppliers, partners and authorities

Training will be provided to assist the suitable candidate to understand and achieve the full requirements of this role.