

Job Title: NFA Policy and Research Officer (FTC until end of Dec 2019)

Salary: £26,089 pa

Location/Base: Coventry or London

Hours: 35 per week (Mon-Fri)

The National Federation of ALMOs is the trade body representing 37 arms-length management organisations (ALMOs). The NFA represents the interests of ALMOs at national level. In addition to lobbying and negotiating with central government on behalf of ALMOs, the NFA runs a website, organises events, regional meetings and an annual conference for its members as well as providing advice, training and briefings.

An exciting new opportunity has arisen within the NFA (National Federation of ALMO's) team. Reporting to the Policy Director you will support and contribute to the policy, communications and research work of the team. This will be mainly through policy tracking, analysis, writing and commissioning briefings as well as formulating and disseminating clear key messages on our lobbying priorities. As well as providing administrative support for all NFA serviced meetings and away days, you will attend seminars and events and support the team in providing an excellent service to NFA members and contribute to the effective delivery of the NFA business plan.

The ideal candidate will have experience and knowledge of research and policy work, experience and understanding of the use of survey software type packages, MS Excel to analyse numerical data, produce tables and graphs and the ability to use internet for the purposes of research and communications. You will have strong interpersonal and IT skills, the ability to take initiative when required, communicate effectively with a range of people in a clear and concise manner both in writing and verbally and work to deadlines with high attention to detail and accuracy. Knowledge of housing policy, wider social policy issues and skills in statistical analysis would be an advantage.

For further information about the vacancy including an outline job description and instructions for submitting an application, please visit the job vacancy page on our website at www.cih.org

Closing date – Friday 24th March

To be considered for this position, please submit your CV along with a covering letter setting out how you meet the required competencies and a completed Monitoring Information Form to hr@cih.org