

## NFA Press and Communications Officer

**Salary package:** £28,000 f/t p/a pro rata (16,800 p/a)

**Hours:** 3 days/21 hours p/w

**Location:** Coventry Office or homeworking

**Contract:** Fixed term contract to 31<sup>st</sup> December 2019 with the possibility of an annual extension subject to NFA requirements for the managing agent service. Secondments will be considered subject to agreement from your current employer.

**HouseMark** is the social housing sector's leading provider of business intelligence services. We are committed to working for, and with, the sector to improve performance, value for money and efficiency. We help social housing providers make the best use of their resources to provide high quality services. We also host the Managing Agent service for the National Federation of ALMOs and employ NFA staff on an annual fixed term contract.

**National Federation of ALMOs (NFA)** is the trade body representing 33 arms-length management organisations (ALMOs) which manage over 450,000 council homes across 36 Local Authorities. 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. The NFA also use the Public Affairs Company (PAC) for parliamentary monitoring and adhoc pieces of parliamentary lobbying work.

**Overview of role:** To work with the NFA team to provide an effective and high-quality communication service to enhance, develop and promote the messages and profile of the National Federation of ALMOs both to its ALMO members and to an external national audience of wider stakeholders and journalists.

To develop and implement an effective and flexible communications strategy which recognises that good communication is an integral part of achieving the NFA's key objectives as set out in the business plan priorities for the year.

### NFA Vision

The National Federation of ALMOs is the trade body representing all council housing arms-length management organisations (ALMOs). The NFA represents the interests of ALMOs at national level, giving ALMOs a voice in discussion with civil servants, MPs and Ministers. The NFA runs a website, organises events, regional meetings and an annual conference for its members as well as providing advice, training and briefings. We aim:

- Where appropriate, to promote the ALMO/Housing company model
- To enable ALMOs and other council housing companies to maximise their potential to support local councils and communities
- To enable members to diversify, adapt and provide solutions to meet council and community needs
- To support members to be custodians of social purpose in the areas where they operate

- To promote excellence in the provision of housing services
- To promote resident and community empowerment
- To share best practice across the sector
- To lobby Government on issues which impact on vulnerable households in local neighbourhoods

### **The rewards**

In return for your commitment and enthusiasm, you can look forward to excellent working conditions in a progressive and growing company within a motivated and supportive team.

Staff benefits include:

- 28 days annual leave
- Social Housing Pension Scheme - defined contribution scheme
- non-contributory accident and sickness cover
- optional private medical insurance
- on site free parking

The full job description is available on the NFA website at [www.almos.org.uk](http://www.almos.org.uk)

The closing date is Friday 6<sup>th</sup> July 2018

Interviews will take place on Wednesday 18<sup>th</sup> July in Coventry

### **How to apply**

Please send your CV and a supporting statement to [jobs@housemark.co.uk](mailto:jobs@housemark.co.uk)

### **Further information**

For an informal chat about the post, please contact Chloe Fletcher on 07526 171033.