



Development Project Manager

Recruitment Pack - May 2025



Contents

Welcome	2
About South Liverpool Homes	3
Avela Home Service	5
Our key locations	6
Job description	7
Person specification	9
Team Structure	12
Key terms and conditions	13
Key dates and the selection process	14
How to apply	15

Welcome

Dear Candidate

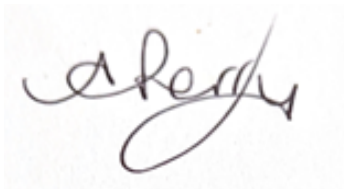
Thank you for your interest in the Development Project Manager position at South Liverpool Homes (SLH). We hope the information in this pack gives you a flavour of who we are, what we do and our passion for the communities we serve.

As an organisation, we are seeking people who can bring diverse and creative thinking, who care about our purpose, and who fully support our vision, values and commitment to our customers. We welcome applications from all backgrounds, cultures, perspectives, and experiences to support innovation, creativity, and to help us build strong, balanced teams that reflect the communities we serve and imagine for our customers.

If this sounds like you and you could make a real contribution to our organisation and how we support and engage with our customers, we would love to hear from you.

Thank you for your interest and we look forward to receiving your application.

Yours Sincerely



Angela Perry
Executive Director of Assets & Neighbourhoods



About South Liverpool Homes

South Liverpool Homes is a community benefit society registered and regulated by the Regulator of Social Housing (RSH).

We are the parent company of Avela Home Service, which is a joint venture with Penny Lane Builders. It's a unique and innovative partnership which is responsible for delivering repairs and maintenance services to our customers.



Since our formation, we have invested heavily in our assets to make them safe, warm, and quality homes. But we are not just about homes, we also invest in our neighbourhoods and services to make our homes, and the neighbourhoods in which they are located, sustainable, while at the same time improving the life chances of our residents.

Our vision is:

Great homes | Strong communities | Bright futures

This vision supports our mission to provide homes and services to those in need. As a social landlord and a major stakeholder in the communities where we work, it is our duty to tackle societal issues; closing the gap on the multiple inequalities that our communities face. Fundamental to this is the provision of good-quality housing that people are proud to call their home.

We will achieve our vision through four key strategic themes:



About South Liverpool Homes

SLH is a forward-thinking and dynamic organisation that truly has our tenants at the heart of what we do. Although our core purpose is as a social landlord, we do so much more. We provide services that help change lives.

Our values underpin everything we do



**we are
professional**

We will treat people and their homes with fairness and respect

We will develop and maintain the relevant knowledge and skills to do the job

We will communicate in a clear and timely manner



**we
care**

We will speak up to keep people safe and well

We will ensure the voice of our community is heard

We will support each other



**we take
ownership**

We take personal responsibility for our words and actions

We will do what we say we will

We will use feedback to learn and improve



**we make
it happen**

We will work together to improve our services

We will encourage and support new ideas and initiatives

We will complete what we have started



**we are
inclusive**

We will create a safe environment for people to be themselves

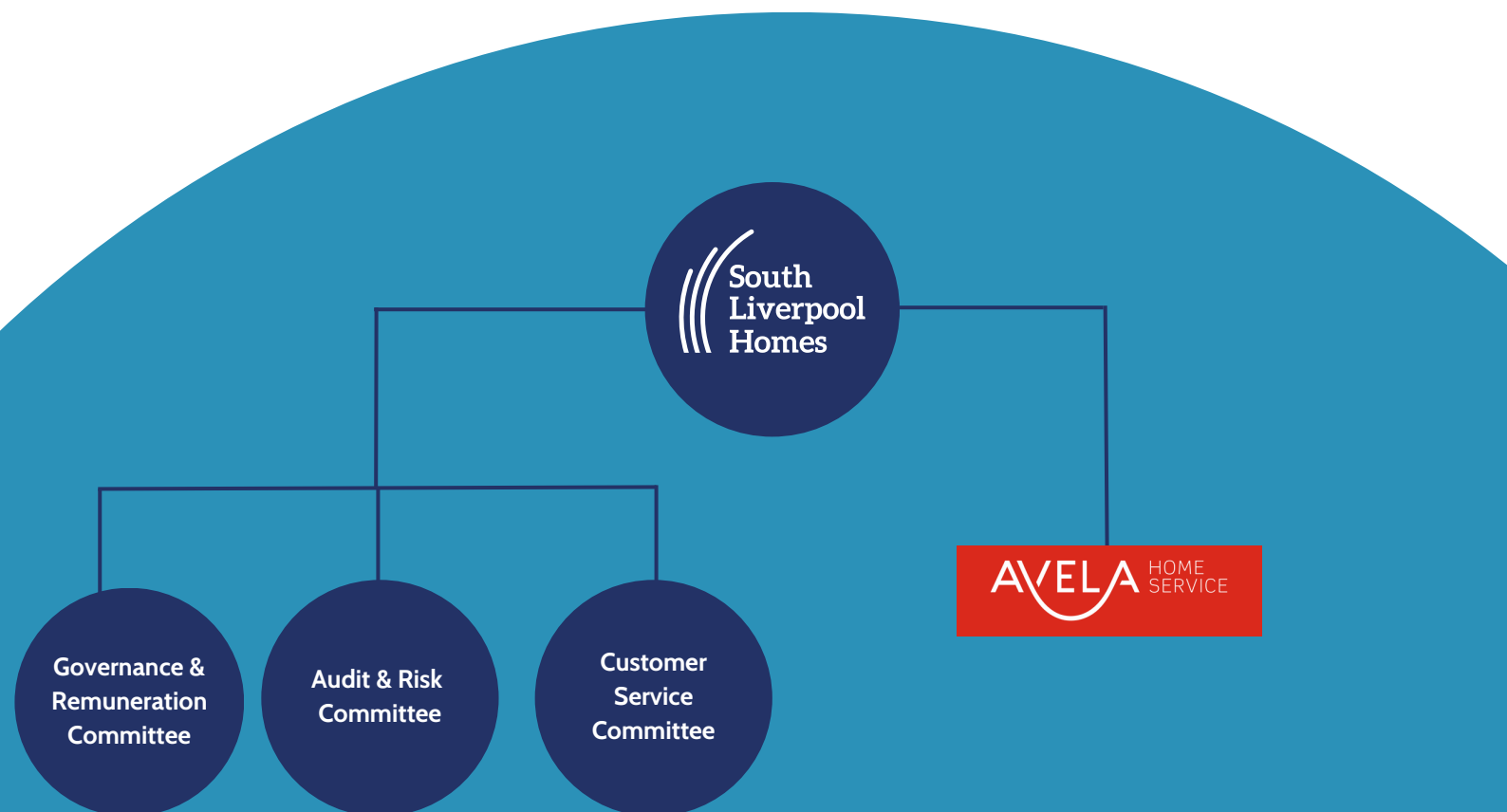
We will respect and value each other and listen with an open mind

We actively seek diverse perspectives

Avela Home Service LLP is a joint venture between South Liverpool Homes and Penny Lane Builders.

Avela Home Service's activities include but are not limited to:

- Responsive repairs and maintenance
- Cyclical and planned improvement works
- Specialist property adaptations
- Out-of-hours call handling and emergency repairs service



Key locations



South Liverpool Homes
Parklands
Conleach Road
Speke
L24 0TY
[0330 3033000](tel:0330 3033000)



Avela
Unit 7 The
Matchworks
Speke Road,
Liverpool L19
2RF ·

Unit 7,
Penny Lane House,
Evans Road,
Speke,
Liverpool
L24 9PB



Ganworth Road
Speke
Liverpool
L24



Reach
Speke Library
Conleach Road
Speke
Liverpool
L24 0TY



Job Description

Job title:	Development Project Manager
Responsible to:	Head of Development & Growth
Team	Development

Main Purpose of Job

To support the Head of Development & Growth with the delivery of new homes for South Liverpool Homes (SLH), incorporating a mix of social/affordable rented and shared ownership properties. Ensuring that Homes England Grant funding is obtained and scheme compliance with Capital Funding Audit Requirements. Taking responsibility for the management of projects from identification of suitable sites, financial appraisal and managing the legal aspects of the project (& contracts) from planning permission through to practical completion on site. Managing handovers and the defects liability period.

Key objectives and tasks

- To lead the management of development projects from inception through to completion. Ensuring that cost, time, and quality targets are achieved. Including the preparation of project feasibility studies and arranging any required surveys, valuations, preliminary designs, cost estimates and investigations to assess and ensure project viability.
- Identify new business opportunities, work up and submit offers for new sites and negotiate land and work package deals with developers that meet the needs of the business plan.
- Liaise with internal and external stakeholders to ensure new opportunities meet the needs and requirements of our customers. Ensuring regular communication is maintained at the key project milestones to ensure the smooth delivery of our programme.
- Procure consultants, contractors and suppliers and ensure the best value is achieved at all times for South Liverpool Homes in accordance with external and internal regulatory requirements.
- Create detailed project briefs and lead the project team of architects, engineers and development consultants, ensuring that all consultants deliver on time and within the project brief.
- From the inception of a project through to practical completion up to the agreement of the final account, undertake Proval financial appraisals, ensuring any movements to the financial performance of a project are identified and reported to the Head of Development in a timely manner.
- Develop and maintain project risk registered to ensure all risks are identified, monitored and closed out throughout the duration of the project.
- Working with the project team to create a product and performance specification that identifies options for our energy and sustainability ambitions of delivering properties to meet EPC A.

Job Description

- Ensure that the development activities are cost-effective, efficient, and responsive and that finances are controlled within agreed financial parameters throughout the design and construction phases, ensuring value for money is obtained at all times.
- Ensure schemes are managed according to funding conditions and internal processes and procedures and that file management is kept up to date and ready for compliance audit inspection.
- Undertake a regular review of project timescales and key milestones to ensure programme reporting is accurate.
- Undertake monthly cashflow forecasting using Sequel to ensure future forecast spending can be accurately assessed and budgeted, reporting any potential over or underspend on a scheme-by-scheme basis.
- Support the Head of Development & Growth in delivering timely and accurate reports to the Board.
- Work with Homes England and the Local and Combined Authorities to ensure regular project updates are provided and projects comply with funding conditions.

General Terms & Conditions:

- Meet performance management targets and support the delivery and achievement of corporate objectives.
- To undertake any other tasks and duties within the scope and grade of the post.
- To carry out all duties with due regard to the provisions of Health and Safety Legislation.
- To be prepared to work flexibly outside normal office hours.
- To be aware of SLH safeguarding policy and to take responsibility to act as an alerter
- Agree to act in accordance and actively promote SLH's Equality & Diversity commitments in all areas of work.
- To promote and adhere to our organisational values and behaviours in all aspects of your work.
- To support a collaborative approach towards resolving complaints, working with colleagues across teams and departments to help identify, record and respond to complaints and identify and embed learning

Qualifications

Specification	Desirable/Essential	Method of Assessment
Project Management Qualification (such as APM, RICS,CIOB)	D	CV/SS
Degree level education or equivalent relevant training/experience	E	CV/SS

Experience

Specification	Desirable/Essential	Method of Assessment
Track record of delivering development project management services which have resulted in demonstrable business benefits.	E	CV/SS
Consultation with customers, residents, and other stakeholders	E	CV/SS
Experience in financial appraisals of new build sites which achieve business objectives.	E	CV/SS
Experience in sourcing new development opportunities	E	CV/SS
Financial and budget management	E	CV/SS
Developing different types of housing tenures	E	CV/SS
Working with Homes England to secure funding and demonstrate compliance with programme requirements	E	CV/SS
Experience in effective partnership working	E	CV/SS

Knowledge

Specification	Desirable/Essential	Method of Assessment
Residential development and the development process including land acquisition and project procurement and management	E	I
Up to date knowledge of development good practice and relevant legislation	E	I
Government Capital Funding procedures & guidance notes	E	SS
Familiarity with social housing policy standards and regulation in relation to development	D	SS
Understanding of Health & Safety Regulations pertaining to development	E	SS

Skills

Specification	Desirable/Essential	Method of Assessment
Good levels of IT literacy and conversant with all Microsoft Office applications.	E	I
Able to negotiate effectively with a diverse range of stakeholders	E	I
Performance management	E	I
Report writing and presentation skills	E	I
Conflict management	E	I

Other

Specification	Desirable/Essential	Method of Assessment
Demonstrate our values in all aspects of your work and behaviour.	E	SS
Able to attend meetings on site.	E	-

CV= Curriculum Vitae

SS = Supporting Statement

I = Interview

Key Terms & Conditions

Position: Development Project Manager

Salary: £56,296 per annum plus excellent benefits

Contract: Permanent

Hours: 35 hours per week.

Place of work: Hybrid working - a mixture of home and office working at our office in Speke, Liverpool.

Annual leave: 30 days rising to 35 with length of service

Visit our 'Work For Us' for more information on the excellent benefits on offer for all SLH colleagues.

Key dates and the selection process

Closing date

29 May 2025

Recruitment date

18 June 2025

If you are unable to attend on the recruitment date, please make this clear in your application.



Please let us know if you need any support or adjustments at interview to help you perform at your best!

How to apply

Think you'd be a good fit? Here's how to apply.

Apply through our website.

As part of the online application process you will need to upload;

- an up-to-date CV which shows your full career history we recommend that this is no longer than three pages;
- a supporting statement explaining why you are interested in this role, detailing how you are a good candidate for this post and how you fulfil the person specification, we recommend that this is no longer than three pages

Please note that applications can only be considered if all the information on the application form and requested documentation is complete.

If you would like an informal discussion about the role or the interview process please contact recruitment@southliverpoolhomes.co.uk to arrange.

We understand applicants from ethnic minority backgrounds and/or with a disability may experience additional barriers when applying for a new role and so we offer applicants from ethnic minority groups or disabled applicants a guaranteed interview. If you wish to apply under the relevant scheme and meet all the essential criteria outlined in the person specification please specify on in the relevant area of your application form.





southliverpoolhomes.co.uk