

Job Description

Housing Intern

Length of contract: 6 Months Fixed Term

Salary: £17,745 (equivalent to the London Living Wage)
plus contributory pension 3% - 5%

Responsible to: Head of Business Operations

Working with: The role will include working with the Business Administrator, Chief Executive and other members of staff as well as a range of external stakeholders

The role requires a recent graduate/post-graduate in housing, urbanism, community development or related subjects.

Main purpose of the role

1. Researching, initiating and developing new partnership projects involving housing providers and partners from outside the housing sector spanning social enterprise, technology and innovation, academic and research organisations and civil society
2. Ensure that project development and delivery and activity to generate income for HACT is effectively supported.
3. Input into the design and delivery of HACT's ongoing events programme, and existing project portfolio spanning housing, data, innovation and enterprise, community investment, social value, health, community led housing and more.
4. Working with the Marketing and Communications team to produce new materials.
5. Contributing to the management of HACT partner relations, including updating/maintenance of HACT's CRM system

6. Actively seek to build connections between HACT's work and that of other organisations defining new trends in urbanism, design, social enterprise, technology, and community resilience.
7. Contributing to the smooth running of the HACT office by undertaking day-to-day administrative tasks
8. Dependent on skills and performance, ownership of specific project work streams within HACT

Person specification

To help you assess whether you might be suitable for this post and to assist the selection panel, we have prepared the following specification which should be read in conjunction with the job description.

Experience, Skills and Knowledge

Applicants will need to demonstrate:

Essential

1. Recent graduate/post-graduate in housing, urbanism, community development or related subjects.
2. A strong understanding of, and interest in some or all of the following issues: Social impact measurement; community based enterprise; social capital; localism; community resilience and self help; the role of technology in facilitating all of the above
3. Energy, enthusiasm, and great communications.
4. Flexibility, adaptability and an outward-facing and well-networked style of operating
5. Ability to work on your own initiative, with an aptitude to good planning and organisation and a good eye for detail
6. Able to operate in a small but high-powered team. Able to contribute to team working through peer management. Willingness to join in and deliver on tasks to aid other team members under pressure. Able to travel across the UK.

About HACT

HACT is an innovation agency that provides futures-oriented solutions, projects and products for UK housing. HACT delivers thought leadership and drives new ideas for business transformation through our platform of research, impact measurement and data analytics, as well as through our engagement with other sectors and our work on digital transformation. We work alongside housing providers to drive change within their own businesses. We work with organisations outside of housing to broker in new relationships and opportunities that supports innovation and transformation. HACT helps housing providers maintain and refine resilient and successful businesses by generating actionable evidence to inform the development of new, smarter, and more efficient ways of working. We are a small team and the Housing Intern will work extensively with all other areas of the business.