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| **Department** | Mental Health & Learning Disability Business Development |
| **Reports to** | Business Development Manager |
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| **What is the purpose of this role?** | You will focus on *allocated fast track & strategically vital projects* to source bespoke affordable homes for people with Learning Disabilities, Autism & / or Mental Health needs. These may be single occupancy homes, shared housing, or multiple co-located self-contained apartments. You may also be asked to support new homes sourcing activities conducted by Property Team colleagues.  To do this you will develop & sustain productive relationships with key stakeholders including external supply organisations & internal colleagues. You will collaborate closely with colleagues in our Property Team in a defined process to support coordination of activities, priorities, learning & information.  You will assist in the implementation of new services by driving the generation of referrals though standard channels & applying problem-solving skills where levels of referrals are suboptimal to meet required occupancy levels.  You will meet deadlines & targets & report on progress, challenges, & outcomes. Critically, you will ensure we secure homes as quickly & as cost-effectively as possible for your allocated projects, without compromising on quality or viability. You will support colleagues to do likewise as needed. |
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| **What will you be doing in this role?** | * Confirm purchase, lease, or rental preference for the required home(s) * Use the preferred supplier list maintained by our Property Team * Work with detailed authorised property specifications * Ensure specifications are compliant to contractual & best practice standards * Ensure operational viability & match to the specification drives decisions * Create, maintain, & share a spreadsheet of all property sourcing activities * Ensure only suitable properties are entered into the pipeline * Contact estate agents & other local housing agencies * Set up & maintain a search on housing websites * Contact local housing associations & other landlords for availability * Consider, initiate, & oversee off-market opportunities if needed * Run local social media awareness campaigns using our brand guidelines * Participate in local events & activities to promote our housing / referral need * Join local events in target areas to understand local opportunities * Walk around local target areas, take pictures & research suitability * Proactively drive opportunities ensuring optimal momentum in the process * Create follow-up progress call & communication schedules * Escalate risks to Line Manager & convene a meeting to resolve * Complete desktop reviews & undertake initial viewings with colleagues * Organise & communicate site visits for internal colleagues & external commissioners if necessary. Ensure these are completed in a timely manner. * Collate, record & share site visits feedback to inform decision-making * Ensure vendor, vendor’s agents or other supplier organisations are routinely informed of progress & actions to maintain our preferred options * Find & maintain contingency options so there is always a Plan B * Handover selected properties to our Property Team to negotiate terms * Close down satisfied property requirements on the tracker database * Network with new potential suppliers alongside Property Colleagues * Assist them in the development of new sourcing channels & relationships * Ensure Property Team Colleagues have sufficient detail to complete governance checks on new proposed suppliers * Gain admission to Social Landlord lists to gain access to listed properties * Maintain regular contact with them to have visibility of listed properties * Monitor media channels in targeted areas to identify opportunities to acquire or transfer property from existing or restructuring health & social care companies; & properties on the market following repossession * Support targeted conversations & actions with Health & Local Authority stakeholders in respect of the future of their unused property & land * Maintain market analysis & capture Commissioner Position Statements in strategically important markets where we have repeat resourcing needs * Provide weekly progress updates & monthly performance reports, ensuring sufficient granularity to analyse local area & regional performance * Establish, maintain, & administer minimum fortnightly programme review calls with Property Team colleagues & Business Development Managers. * Source referrals to optimise occupancy levels in new homes * Track & drive internal & external progression of referrals * Join & lead internal & external calls to problem-solve issues with referral levels & assist in the creation & delivery of solutions * Maintain records of referrals for allocated projects as required * Join implementation project calls to report on progress * Support other Mental Health & Learning Disability growth activities as required |

**What do you need to be successful in this role?**

* An eye for detail & the ability to see & articulate potential
* Motivated by targets & deadlines – being proud of performing well – self-motivated & organised
* Good judgment, being confident & professional when using your own initiative
* Being comfortable in working in a ‘sales’ & customer service environment
* Confident when communicating with people & being able to think on your feet
* A willingness to learn more & share acquired knowledge with others
* Some specific character traits such as tenacity, confidence, energy, & determination
* A personality which is outgoing, professional, enthusiastic making you approachable & influential
* An ability to work flexible hours including occasional evenings & weekend days
* An ability to undertake national travel as required

**What experience & qualification makes you suitable for this role?**

* Experience of learning disability, mental health, or other vulnerable adult services & /or have experience of working in the housing, rental, or general estate agency sector
* We are looking for experience of creating & nurturing goal-orientated relationships
* You will need data capture, report writing & MS Application skills
* You will need a full driving licence & access to a suitable vehicle to use in your work

**What values will help you thrive at Turning Point?**

* Your values must align to being ‘Inspired by Possibility’
* This means you will be passionate about enhancing opportunities for the people we support
* To do this you will be proactive in promoting diversity & equality across all activities
* You will set, achieve & role model high standards at all times
* You will be someone who supports & thrives in collaborative & inclusive environments.