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## PEP Limited: job description

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### Job title: Consultant / Associate

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Associate responsibilities are negotiable commensurate with fees and or project requirements

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### Job Purpose

To provide consultancy services to PEP clients in the public and voluntary sector, manage projects effectively and participate in the management and development of PEP's services to contribute to its success and viability

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### Principal accountabilities

- 1 Manages projects, including project teams, work programmes and budgets
- 2 Liaise with clients and reports on the progress of projects
- 3 Assesses the nature of projects and advises clients on housing management, policies, systems and procedures
- 4 Promotes good practice in housing management, community development and organisational matters
- 5 Promotes the work of PEP, participating in marketing activities
- 6 Acts as first point of contact for clients and deals with service enquiries referred by administration staff and clients
- 7 Prepares submissions and tenders for work, preparing and delivering presentations to win work at presentations
- 8 Promotes and develops tenant participation, including Tenant Management Organisations, ensuring the provision of full consultation through the design and completion of surveys, block consultations, public meetings and the production of publicity materials
- 9 Identifies sources of funding and seeks funding for further projects
- 10 Prepares and delivers training to staff and to residents/tenants, including organising conferences, seminars, on-the-job training et cetera
- 11 Leads negotiations with, or on behalf of, residents' groups, with local authorities, other landlords, funding bodies, and statutory and voluntary agencies as required
- 12 Prepares project reports as commissioned clients and internal reports for monitoring by Directors



- 13 Promotes equal opportunities on all projects in accordance with PEP equal opportunities policy
- 14 Develops contacts and liaise with other organisations, including registered social landlords, the Housing Corporation, Department for Communities and Local Government, Local Authorities, and Residents' Groups
- 15 Promotes and represents PEP to clients, contributing to and helping to implement the Team Business Plan and marketing strategy
- 16 Organises and attends conferences and seminars
- 17 Contributes to the organisational development of PEP and undertakes internal projects as required
- 18 Attends team meetings and other internal meetings as required
- 19 Completes specific internal projects and organises and delivers internal training
- 20 \* Assists with the management of PEP providing supervision, conducting appraisals and recruitment
- 21 Plans and monitors workload; manages internal budgets and prepares reports, briefing notes et cetera
- 22 Promotes equal opportunities through training and good practice
- 23 To work under the direction of the Board of Directors of PEP

\* Consultant responsibility only